



JOB DESCRIPTION

Job Title: Recreation Supervisor
Department: Recreation/Programming
Classification: Exempt
Employment Status: Full-time
Position Reports To: Superintendent of Recreation
Date: July 2018

I. JOB DUTY SUMMARY

This supervisory position is responsible for the development, planning, implementation, and evaluation of recreation programs and activities, facility operations, rentals and special events at the Park District.

II. SUPERVISION EXERCISED

This position supervises full-time, part-time, and seasonal Recreation and Programming staff.

III. ESSENTIAL JOB FUNCTIONS

- Coordinates with school staff and principals to develop partnerships, coordinate facility usage, and promote partnered activities;
- Develops staffing needs based on program requirements, advertises and recruits staff for classes and programs, and ensures qualifications of candidates;
- Reviews, analyses, and evaluates the effectiveness of new and existing recreation programs and procedures; recommends changes to the Executive Director;
- Conducts or participates in all interviews of potential instructors and reviews all class proposals;
- Conducts and/or approves negotiated pay rates or contracts with instructors, performers, etc.;
- Develops and maintains contracts and adherence to district and state guidelines;
- Establishes cooperative programs with other agencies, departments, outside groups, and human service organizations;
- Projects programs and event revenues and expenditures for review/approval.
- Compiles program balance-out worksheets;
- Works to meet revenue projections;
- Provides information to the public about programs; answers questions regarding cancellations, issues refunds, transfers, etc.; and investigates and responds to complaints;
- Compiles and maintains program reports;
- Promotes and organizes programs as assigned;

- Assists with the development and distribution of the seasonal brochures;
- Promotes and maintains responsive community relations;
- Seeks sponsorship opportunities for programs and events;
- Oversees implementation of new programs;
- Interprets and enforces park policies and procedures;
- Follows up with staff and parents regarding incident reports;
- Works at various locations throughout the Park District and within local schools;
- Manages all district rentals;
- Develops rental packages for various locations/activities.

IV. ADDITIONAL DUTIES AND RESPONSIBILITIES

- Ensures that all facilities are maintained and cleaned appropriately;
- Remains available for questions and provides guidance to staff;
- Responsible for the use, care, and maintenance of recreation supplies and equipment of the program area;
- Prepares budgets for programs and facilities;
- Develops and maintains financial and participation reports;
- Assists in overall budget implementation;
- Any other duties assigned.

V. EDUCATION AND TRAINING

- Degree from accredited University or College preferred;
- 1- 3 years experience in a childcare environment;
- Knowledge of the principles and methods of program planning and evaluation of child development;
- Considerable experience in recreation program planning and implementation; or any equivalent combination of acceptable education and experience providing the knowledge, skills, and abilities cited above;
- Ability to establish and maintain effective working relationships with staff, program participants, Park Board officials, and the community;
- Experience utilizing Microsoft Office programs and applications including, but not limited to, word processing, spreadsheets, e-mail, database software, internet, graphics, and desktop publishing.

VI. CERTIFICATES, LICENSES, & REGISTRATIONS

- Valid IL Driver's License with a clear driving record based on PDRMA criteria;
- Proof of current automobile insurance as required by law;
- Post offer criminal history and sex offender record check per Park District policies and statutory requirements;
- Ability to achieve CPRP certification;
- Ability to obtain First-Aid, CPR, and AED certifications.

VII. PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The employer will engage in the interactive process and reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

	Never	Rarely	Occasion-ally	Regularly
Lift and/or carry objects weighing up to 20 lbs.				X
Lift and/or carry objects weighing 20-50 lbs.			X	
Stoop, kneel, crouch crawl, bend				X
Reach for, grab and handle objects				X
Operate power tools or machinery		X		
Sit for extended periods of time			X	
Walk for extended periods of time				X
Stand for extended periods of time				X
Ability to communicate verbally				X
Ability to see				X
Ability to hear				X
Ability to smell				X
Touch and feel objects				X
Push and/or pull carts, dollies or similar			X	
Climb or balance on ladders, scaffolding or similar		X		
Ability to operate office equipment, including but not limited to computer, printer, copier, adding machines, and telephones.				X

Mental Capability Requirements

Ability to understand, remember, and apply oral and/or written instructions or information.				X
Ability to understand, remember, and communicate routine, factual information.				X
Ability to understand complex problems and to collaborate and explore alternative solutions.			X	
Ability to understand opposing points of view on highly complex issues and to negotiate and integrate different viewpoints.			X	
Ability to organize and prioritize own work schedule.				X
Ability to organize and prioritize work schedules of others.				X
Ability to apply common sense in performing job.				X
Ability to make decisions which have moderate impact on immediate work t unit.				X
	Never	Rarely	Occasion-ally	Regularly
Ability to make decisions which have significant impact on the immediate work unit and monitor impact outside immediate work unit.				X
Ability to understand and follow basic instructions and guidelines.				X

Ability to complete routine forms, use existing form letters, and or conduct routine oral communication.				X
Ability to communicate with individuals utilizing a telephone; requires ability to hear and speak effectively on phone.				X
Ability to compose materials such as detailed reports, work-related manuals, publications of limited scope or impact, etc. and/or make presentations outside the immediate work area.				X
Ability to formulate complex and comprehensive materials such as legal documents, authoritative reports, official publications of major scope and impact, etc., and/or to make formal presentations.		X		
Ability to count accurately.				X
Ability to add, subtract, multiply divide, and to record, balance, and check results for accuracy.				X
Ability to compute, analyze, and interpret numerical data for reporting purposes.				X
Ability to compute, analyze, and interpret complex statistical data and/or to develop forecasts and computer models.		X		
Ability to work effectively under occasional stressful situations.				X
Ability to work effectively under tight time constraints.			X	

VIII. WORKING CONDITIONS

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Often subject to outside environmental conditions during camps and before and after school care programs at which time employee may be subject to varying weather conditions;
- Subject to inside environmental conditions during before/after school care programs or while doing office work.

IX. SPECIAL CONSIDERATIONS

- Assists with front counter reception tasks as needed which includes, but is not limited to, answering the phones, assisting customers at the counter with requests and registration needs, and directing customers of where to report for programming and/or meetings;
- May require working some evenings, weekends, and holidays.

Disclaimer

This description should not be construed to contain every function/responsibility that may be required to be performed by an incumbent in this job. Incumbents are required to perform other related essential and additional functions as assigned. Job functions are not necessarily listed in priority order.

All employees, as a condition of their employment, are expected to perform all tasks in a safe and efficient manner according to Park District policies and procedures as well as all safety laws and ordinances. In addition, all employees are responsible for working safely in accordance with the PDRMA Safety Program and are to report any unsafe working conditions or practices to a supervisor.

Employee Name _____

Employee Signature _____

Date _____

Supervisor Name/Title _____

Signature _____

The Manhattan Park district is an equal opportunity employer.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as needs of the employer and requirements of the job change.