



Job Description

Recreation Program Supervisor

Pay Grade: G07

Employment Status: Full-Time

FLSA Status: Exempt

Experience Required: Minimum two (2) years of experience in Recreation, Physical Education, or a related area.

Minimum Education Requirements: Associate's Degree in a related area.

Department: Recreation.

Direct Supervisor: Recreation Coordinator.

Supervisory Responsibility: Direct (x); Indirect (x)

Primary Work Location: Works inside in an office setting and occasionally outdoors

Certification: Valid State of Florida driver's license

Job Summary: Supervises, organizes, and develops the Recreation Department's youth and adult programming including marketing and public relations activities.

Essential Job Functions

An employee in this position may be called upon to do any or all of the following essential duties:

- Develop, plan, organize, and supervise a variety of interesting and current recreational programs and events for the community.
- Determine appropriate community programming needs and ensure a proper fit in the curriculum.
- Contract with Program Instructors; manage and evaluate program classes and instructors.
- Prepare budgets for all programs.
- Train, schedule, and supervise subordinates; recruit and supervise volunteers.
- Register recreation participants.
- Maintain and compile various reports and records.
- Order supplies and equipment.
- Maintain, set up, and issue equipment.
- Perform general office work as required.
- Perform other job duties as assigned.

Knowledge, Skills, and Abilities (KSA's) for Position

An employee in this class must have the following knowledge, skills, and abilities upon application:

Knowledge

- Principles of Public Relations.
- Fundamentals of recreation, types of material, equipment and facilities needed to carry out planned programs and activities.
- Team scheduling and sport event organization.
- City's functions, policies, and procedures.



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Skills

- Strong written and oral communications and relational skills.
- Public relations and customer service.
- Planning, organizing, and implementing special activities.
- Follow and relay oral and written instructions, policies and procedures.
- Operate a variety of office equipment, including computer terminal, printer, calculator, fax, typewriter, and copier.

Abilities

- Input and retrieve information from a computer.
- Maintain records and prepare oral and written reports.
- Prepare and administer a budget.
- Effectively schedule and supervise subordinates.

Physical Demands

The work is light work which requires exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects. The following physical abilities are required:

- Hearing 1: Perceiving the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication, and to make the discrimination in sound.
- Hearing 2: Ability to receive detailed information through oral communication, and to make the discrimination in sound.
- Mental Acuity: Ability to make rational decisions through sound logic and deductive processes.
- Pulling: Using upper extremities to exert force in order to draw, haul or tug objects in a sustained motion.
- Pushing: Using upper extremities to press against something with steady force in order to thrust forward, downward or outward.
- Reaching: Extending hand(s) and arm(s) in any direction.
- Speaking: Expressing or exchanging ideas by means of the spoken word including the ability to convey detailed or important spoken instructions to other workers accurately and concisely.
- Standing: Particularly for sustained periods of time.
- Talking 1: Expressing or exchanging ideas by means of the spoken word including those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
- Talking 2: Shouting in order to be heard above ambient noise level.
- Visual Acuity 1: Have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; and/or extensive reading.
- Visual Acuity 3: Visual Acuity to determine the accuracy, neatness, and thoroughness of the work assigned or to make general observations of facilities or structures.
- Walking: Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.



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**This position description is a general guideline for work behavior and is not intended to be a comprehensive listing of all job duties. Therefore, it is also not, nor can it be implied to be, a contract of employment. The contents of this position description may be changed without notice, and employment may be terminated by either party, at will. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

Signatures / Date

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

Check the appropriate box, fill in the needed accommodations, if required, then sign and date.

- ☐ I have read and understand this job description and acknowledge that I am able to complete the essential functions of my job without accommodations.
- ☐ I have read and understand this job description and I would require the following reasonable accommodations to fulfill the essential functions of this job:

Employee Signature

Date

Supervisor Signature

Date

Human Resources

Date