**0735 Recreation Programs Supervisor**

**Primary Reason Classification Exists**

To create, plan, coordinate, and supervise a wide array of programs and activities for the Parks and Recreation Department for the enjoyment of citizens and community.

# **Distinguishing Features of the Class**

An employee in this class plans, coordinates, and supervises a variety of recreational and leisure time activities for youth, adults and senior in the community and supervises part time staff in weight room, building supervisors, summer fun camp and adaptive programs. Work involves considerable planning and scheduling of activities and contact with participants, parents, and part time instructors. Employee modifies existing and develops new programs in concert with the requested needs of citizens; recruits part-time and volunteer staff as well as participants; publicizes program activities; coordinates activities with center staff; and supervises the implementation of programs. Work is performed in accordance with departmental rules and policies and requires judgment and discretion in the application and interpretation policies and procedures. Duties may expose the employee to human body fluids and the work is subject to OSHA requirements on blood borne pathogens. Work is performed under the general supervision of the Parks and Recreation Assistant Director and is evaluated in terms of program effectiveness, and through observation, discussions, and public acceptance/feedback.

**Illustrative Examples of Work**

* Answers a high volume of face-to-face, telephone, email and other correspondence for rentals, sports sign-up, special events, programming or center schedule; puts together the recreation community program sheet/flyers and sends programming information to City’s Public Information Officer.
* Plans, organizes, and promotes recreation activities for youth, adults and senior citizens including such programs as leisure classes, special events ( for example, but not limited to Plow Day, July 4th Fireworks, Easter Egg, and Halloween), senior events and trips, and other activities; arranges schedules, locations, and personnel to staff such activities. Evaluates program through feedback, participation, and observation to determine future program offerings.
* Facilitates Senior Day trips and activities, drives 15-passenger van.
* Directs activities for designated special events: completes contracts for artists, issues payments, organizes hotel needs, coordinates performance times; facilitates program meetings with festival committee, public safety, IRMS Department, maintenance; maintains budget revenue and expenditures for this festival; completes festival revenue accountant and makes bank deposits.
* Recruits instructors and supervisors for youth and adult special and instructional programs; interviews and recommends instructors; instructs and supervises volunteers and part time instructors; reviews and assures standards and requirements are being met.
* Supervises part time and temporary staff year round and/or for seasonal programs; interviews and recommends hiring; trains, coaches, evaluates performance and recommends continued use.
* Registers participants for various programs and events; collects fees and completes proper forms; maintains various records of events.
* Collects fees and records income from all collections and programs;
* Oversees Weight Room, building supervisors, and Jam Program staff and facility needs; organizes maintenance repairs, purchasing and scheduling, determines program pricing.
* Assists Concessions Coordinator and helps to organize and order canteen supplies, deposit sheets, cash registers and credit card set up. Fill in for Canteen Supervisor as needed.
* Handles payroll reporting and submission for instructions and part time staff.
* Assists department Assistant director on special projects.
* Screens calls and inquiries; secures information
* Handles social media website for department
* Performs related duties as required.

**Knowledges. Skills, and Abilities**

* Considerable knowledge of principles, practices, and methods of recreational and leisure time programs.
* Considerable knowledge of current literature, trends, and developments in the field of public recreation.
* Considerable knowledge of standard resources, materials, and facilities utilized in a public recreational program.
* Working knowledge of modern effective supervisory principles and practices including coaching, motivation and communication.
* Thorough knowledge of office practices and procedures.
* Thorough knowledge of department programs, services and events.
* Ability to set work priorities, organize duties and tasks.
* Ability to communicate effectively in person, by telephone and in writing.
* Ability to be tactful and courteous.
* Ability to gather and compile materials from a variety of sources.
* Ability to use judgment in organizing and establishing programs and events.
* Ability to record and compile information and balance figures based on general instructions.
* Ability to drive and safely operate a 15-passenger van.
* Ability to establish and maintain effective working relationships with other employees, supervisors, and the general public.

**Education**

Graduation from a four year college or university with a degree in recreation administration, physical education, or related degree preferred and some experience in recreational programming; or an equivalent combination of education and experience.

**Experience**

One (1) to four (4) years of experience in a parks and recreation department with significant involvement in programming.

**Physical Requirements**

Must be able to physically perform the basic life operational functions of climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting fingering, feeling, talking, hearing, and repetitive motions. Must be able to perform light work exerting up to 20 pounds of force occasionally, 10 pounds of force frequently, and/or a negligible amount of force frequently and constantly to move objects. Must possess the visual acuity to work with data and figures, operate a computer and other machines, and read extensively

**Working Conditions**

Work is primarily performed in an office with a controlled environment without exposure to harmful conditions; however, some activities are performed outdoors exposing the employee to outside environments including extreme cold and heat.

**Special Requirements**

* Valid North Carolina driver’s license
* CPR and Bloodborne Pathogens Certification

**FLSA Status**: Non-Exempt

**Disclaimer**

This classification specification has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to perform the job. The City of Morganton reserves the right to assign or otherwise modify the duties assigned to this classification.

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