



Job Description

POSITION TITLE: Recreation Supervisor

DEPARTMENT: Parks, Recreation & Forestry

REPORTS TO: Director of Parks, Recreation & Forestry

FLSA CATEGORY: Exempt

EMPLOYMENT CLASSIFICATION: Full-Time

PAY TYPE: Salaried

LATEST REVISION DATE: 10/2015

POSITION SUMMARY

The Recreation Supervisor is responsible for the planning, organization and coordination of the year-round community recreational programs, activities and events for all ages. Programs, activities and events take place throughout the year at various locations throughout the Village. The position is also responsible for supervising part time seasonal/temporary recreation staff and volunteers. Evening and weekend work hours will be required to meet job duties and responsibilities.

ESSENTIAL DUTIES & RESPONSIBILITIES

Program Management

- Plans, promotes, organizes, facilitates and/or supervises (either directly or indirectly through program staff) year-round recreation programs, activities and events.
- Ensures that programs are safe and providing value and benefit to the individual participant as well as the community.
- Evaluates programs and makes related recommendations for changes to the Director.
- Schedules and coordinates the use and security of facilities and athletic fields utilized for recreation programming and community use.
- Assists in the planning and coordinating of participant registration for seasonal recreation programs, activities, reservations and events.
- Assists the Director in evaluating existing recreation services and determining the need and scope of future recreation services.
- Prepares and implements communications and promotional materials for recreation programs.
- Submits financial reports on revenues and expenditures at conclusion of programs, activities and/or events.
- Assists the Director with various administrative functions including billing, payroll, budgeting, ordering of equipment and supplies.
- Assists in preparation and implementation of communication and promotional materials for Parks & Leisure Services department.

Team Management

- Recruits, interviews, and recommends to the Director the specific personnel to be hired for the recreation programs.
- Trains, advises, and evaluates the recreation program employees. Supervises program coordinators, part-time and seasonal employees in the implementation of recreational and education programs (i.e. before and after school program).
- Recruits, trains, and supervises program volunteers.
- Performs other related duties as assigned.

Community/Public Relations

- Responds to citizen and participant requests and complaints concerning recreational activities.
- Maintains a professional and cooperative relationship with Village, School District and other municipal officials and staff, community/civic organizations and the public.
- Serves as the Department liaison to the Senior Advisory Board; prepares agendas and minutes for same.
- Attends other meetings as required.

ESSENTIAL KNOWLEDGE, SKILLS & ABILITIES

- Good knowledge of philosophies, practices and principles of public recreation sufficient to develop, coordinate, implement, supervise and evaluate year round activities for all ages.
- Ability to hire and supervise seasonal and part-time employees, provide training and evaluate performance.
- Ability to prepare and maintain a program budget.
- Knowledge of facilities and equipment necessary in public recreation programs sufficient to determine needs and make recommendations to the Director and ensure proper maintenance.
- Ability to develop and maintain an effective and professional relationship with the public.
- Ability to communicate effectively both verbally and in writing.
- Proficient and knowledgeable of Microsoft Office products and ability to learn additional software programs.
- Ability to maintain regular punctual and predictable attendance and work extra hours as required.
- Ability to prioritize multiple tasks effectively and with a high level of organization.

REQUIRED EXPERIENCE, EDUCATION & TRAINING

- Bachelor's Degree in Recreation Administration or related field; minimum two years of experience in coordinating and supervising recreation activities, preferably in a community setting.
- Lifeguard certification required, within six months of hire.
- CPR, AED and First Aid training desired.
- Certified Park and Recreation Professional certification desired.
- Valid and unrestricted Wisconsin driver's license.



PHYSICAL DEMANDS

Some duties require an employee to work under extreme weather conditions and environmental conditions of work site; be exposed to hazardous work environments and to work outdoors. Position requires ability to walk and stand for extended periods and some lifting of heavy objects. Position is primarily performed in an office setting.

This job description is intended to describe the functions and minimum requirements for the performance of this job. It is not to be construed as an exhaustive statement of all duties, responsibilities, or requirements. In addition, the Village reserves the right to add, change or delete functions of this position at any time. This job description supersedes all previous job descriptions for this position

