



CITY OF SEDALIA, MISSOURI

Job Description

Job Title:	RECREATION SUPERINTENDENT		
Department:	Parks and Recreation		
Supervisor:	Park and Recreation Director		
Date:	February 2012	Position No.	PR/6
FLSA Status:	Exempt	Random Substance Testing:	N

Job Summary:

This position is responsible for overseeing all recreational activities, athletic leagues, aquatics operations, concessions, and special events offered by the department. Work includes planning, organizing, and conducting these activities and supervising the work of subordinate staff. This employee will work a flexible and varied schedule including weekends and evenings.

Job Scope:

The purpose of this position is to plan, organize, and supervise the daily operations of city aquatics facilities, recreation programs, athletic leagues, and special events. Successful performance helps ensure the provision of quality recreation programs to the citizens of Sedalia.

Essential Duties and Responsibilities:

1. Plans, organizes, implements, and schedules activities, programs and/or special events.
2. Develops new parks programs, expands existing programs, makes recommendations for strategic planning of the Parks and Recreation facilities, equipment, grounds, and staffing.
3. Hires, supervises disciplines, terminates, and coordinates volunteers, part-time and seasonal workers, and others who assist in conducting recreation activities. Handles schedules and payroll for paid staff. Supervises over 100 employees including hiring, scheduling, training, performance management, coaching, discipline and regular evaluations.
4. Assists with class registration. Handles telephone inquiries, greets visitors, and provides information.
5. Ensures that all rules, regulations and safety practices are properly enforced. Reports all accidents and ensures that victims receive proper care.
6. Prepares media releases and promotional materials to promote programs and activities.
7. Maintains accurate records for all programs; collects, reports, and deposits all fees. Prepares attendance, financial, and other reports as needed.
8. Coordinates with staff from other agencies; may solicit corporate and private donations for programs.

9. Makes decisions regarding facility openings and closings ensuring that the hotline and appropriate media are utilized.
10. Conducts training programs for aquatic staff, paid and volunteer.
11. Travels to aquatic facilities and athletic and recreation sites as needed.
12. Works with the other full-time staff to provide a safe recreation and aquatics environments for the members/patrons.
13. Required to work as the Program Supervisor on evenings and weekends as needed.
14. Performs related duties as needed or assigned.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements does not exclude them from the position if the work is similar or related to the position.

Minimum Qualifications:

1. Possession of a Bachelor's degree in Recreation or related field and two years leadership experience in recreational activities; or any equivalent combination of education and experience which would provide the following knowledge, skills, and abilities: Considerable knowledge of the philosophy of organized recreation; principles and practices of recreation program planning, development, and scheduling; and knowledge of the principles, rules, materials, and equipment requirements of recreational activities in assigned area.
2. Preferred Certifications: Lifeguard Training, Water Safety Instructor, Aquatic Facility Operator (AFO), and/or Certified Pool Operator (CPO)
3. Missouri driver's license. Use of personal vehicle is required.

Necessary Knowledge, Skills, and Abilities:

1. Knowledge of aquatics, recreation programs, and athletic leagues.
2. Skill in planning, organizing, developing, and promoting aquatics, recreational programs, and athletic leagues.
3. Skill in directing, hiring, evaluating, and supervising staff, especially young people, who are assigned to carry out aquatics, recreation programs, and athletic leagues.
4. Skill in maintaining discipline and enforcing safety policies and procedures.
5. Knowledge of basic accounting and bookkeeping practices.
6. Skill in performing standard first aid and CPR.
7. Skill in aquatic instruction.

8. Skill in public relations.
9. Skill in oral and written communication.
10. Skill in organizing work, setting priorities, meeting critical deadlines, and following up on assignments with a minimum of direction.
11. Skill in operating a computer, various software programs, and standard office equipment.
12. Skill in interpersonal relations.

Guidelines:

1. City and department policies and procedures
2. Health Department codes and American Red Cross guidelines
3. Guidelines require judgment, selection, and interpretation in application.

Complexity:

The work consists of related duties related to supervising the daily operations of city aquatics facilities, recreation programs, athletic leagues, and special events. The need to deal with the public contributes to the complexity of the work.

Principal Working Relationships:

1. Co-workers, other city employees, general public.
2. Members of civic and community groups, day care providers, vendors, swim coaches, managers, instructors, lifeguards, teachers, maintenance workers.

Purpose of Contacts:

Contacts are typically to give or exchange information, provide services, resolve problems, motivate or influence persons, and clarify, justify, defend, negotiate, or settle matters.

Supervisory and Management Responsibility:

This position has direct supervision over specific full-time and related part-time and seasonal personnel, at times numbering 50 or more.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The work is typically performed while sitting at a desk or table with intermittent standing or stooping. Some reaching and bending may be required. The employee occasionally lifts light and heavy objects, and may be required to distinguish between shades of color.

Work Environment:

The work is mostly sedentary and typically is performed in an office and outdoors. The employee may be exposed to noise, dirt, machinery with moving parts, cold and heat, and inclement weather. Work may involve prolonged use of the telephone and personal computer. Evenings and weekends may be required.