

Tremonton City

Job Description

Job Title: Recreation Supervisor		
Department: Parks and Recreation		
Location: 614 North 1000 West, Tremonton Utah		
Pay Grade: Level B-3		
Job Status Exempt X Non Exempt Safety Sensitive On Call Public Safety Independent Contractor	Type of Position X Full-time Part-time Temporary/Emergency X Benefits	Required Equipment X City Vehicle X Cell Phone Personal Protective Equip.

Job Summary

Performs a variety of general administrative, technical and first-line supervisory duties as needed to coordinate the establishment, organization, scheduling and operation of specific recreation programs emphasizing participation and instruction in adult sports, youth sports, tournament, other recreational activities and special events.

Supervision

Given: Provides general supervision to Program Coordinators, Recreation Aides/Site Supervisors, Concessions manager and various part-time, seasonal, and volunteer personnel.

Received: Works under the general supervision of the Parks and Recreation Director

Essential Duties

- Plans, establishes, organizes and manages programs designed to meet the recreational needs of various groups or categories of participants.
- Supervises the operation and activities of such programs as adult soccer, volleyball, pickleball, softball, etc., youth baseball, soccer, flag football, basketball, after-school programs and summer activity classes; determines necessary components (i.e. instructors, facilities, fees, volunteer coaches, game officials and equipment, etc.).
- May officiate or referee games or assist in coaching,
- Maintains statistics for leagues and tournaments,
- Coordinates and instructs recreation related training and conducts regular meetings.
- Sets rules of play and conduct for each recreation program.
- Develops and incorporates new programs not currently offered in the Bear River Valley.

- Responsible for the scheduling, safety and security of recreational facilities, buildings, and surrounding areas. Assures a safe environment both indoors and outdoors through periodic safety checks of facilities and equipment.
- Provides supervision over recreation staff, activities and seasonal, temporary or volunteer personnel; oversees coaches, activity, site supervisors and officiators; monitors and evaluates employee performance; prepares work schedules; reviews time sheets and verifies hours worked; makes recommendations affecting job retention, advancement and discipline.
- Controls use of equipment and facilities by signing out equipment and by scheduling reservations for use of public facilities; handles complaints from instructors, participants, organizations; negotiates to achieve solutions which better the recreation programs and services.
- Develops program cost projections and recommends budgets; monitors program expenditures to assure compliance with established financial guidelines; aids in preparation of bids and equipment purchasing.
- Assists in public relations by finding volunteer workers and presenting new programs to the general public; completes post-program evaluations to assure effectiveness.
- Carries out publicity programs; utilizes various forms of media, notices, publications, flyers and brochures to promote city-wide interest and use of recreation facilities and program participation. Collaborates with Communications Staff on all city correspondences, monthly newsletter, social media, and media publications. Ensures the Tremonton City Parks and Recreation website is current.
- Assists in the implementation, coordination, and administration of special events including HayDays; collaborates with the county, school district and other departments within the city to coordinate all efforts of community outreach programs offered.
- Performs other duties as assigned.

Knowledge, Skills & Abilities

Knowledge of:

- Methods and techniques of developing recreation and community education programs.
- Principles of supervision.
- Fiscal management and budget development.
- Rules, policies, and procedures of sports and various recreational activities.
- Interpersonal communication skills including proper English usage, spelling, and vocabulary.
- First Aid and CPR.
- Computer equipment and software including Microsoft Office, Adobe Illustrator and Sportsman SQL.

Skills in:

- Public relations.
- Managing situations to avoid conflict and friction.
- Organizing data and presenting it others.

Ability to:

- Develop effective working relationships with supervisors, co-workers, and the public.
- Administer a large work program.
- Analyze a variety of financial problems and make recommendations.
- Analyze complex planning and development problems and make recommendations.
- Use sports equipment.
- Direct, motivate, develop, and evaluate subordinates.
- Design, coordinate, and implement a variety of community events, tournaments and recreation programs.
- Establish meaningful goals.
- Operate standard office equipment including phone, computer, copy machine, and fax machine.

Physical Demands

- Moderate to heavy lifting at times during all seasons and weather conditions.

Working Conditions

- Generally comfortable office work.
- Stressful, busy and fast-paced.
- Extensive contact with people.
- Requires night, weekend, and holiday work.

Education & Experience

- Graduation from college with a bachelor's degree in recreation management, or closely related field;

AND

- Three years of progressively responsible experience performing above or related duties;

OR

- An equivalent combination of education and experience.

Special Requirements

- Certified Park and Recreation Professional (CPRP) certification preferred.
- Must be Red Cross certified in First Aid and CPR within six months of hire.
- A one-year probationary period is a prerequisite to this position.
- Must have a valid Utah driver's license.
- Successful completion of pre-employment drug screening is required.
- Successful completion of pre-employment physical is required.
- Successful completion of criminal background check is required.

The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation, or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time. Tremonton City is an EEO/ADA employer.