

CITY OF GRANGER JOB DESCRIPTION

TITLE: Recreation Supervisor
REPORTS TO: Parks and Recreation Director
STATUS: Part time
DATE: August, 2020



SUMMARY DESCRIPTION:

The Recreation Supervisor provides supervision of facilities, and supervision and instruction to participants associated with Parks and Recreation Department leagues during evenings, weekends and holidays.

DUTIES AND RESPONSIBILITIES:

1. Supervises program participants and facilities during Parks & Recreation Department activities.
2. Performs general maintenance and housekeeping duties at facilities as required.
3. Manages concession stands, directs staff, and assists as needed.
4. Maintains responsibility for cash at concession stand ensuring integrity of funds.
5. Solves basic problems and/or complaints that arise.
6. Enforces user-policies at parks and facilities.
7. Provides final on-site decisions interpreting league rules for consistent application.
8. Responds promptly to incidents and/or accidents providing leadership and direction. Completes incident/accident reports.
9. Provides clear communication and updates to the Parks and Recreation Director in the event of inclement weather or emergency situations.
10. Performs other duties or assumes other responsibilities as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

1. Comprehensive knowledge of the current principles and practices involved in recreational activities and/or athletic programs, facility management and volunteer recruitment;
2. Utilize high level of conflict resolution skills with staff, community members, and all stakeholders.
3. Take action in solving problems while exhibiting judgment and a systematic approach to decision making.
4. Display honesty, trustworthiness, dependability and respectfulness at all times.
5. Work efficiently and safely with little direct supervision.
6. Display willingness to listen and learn. Ask for clarification as needed.
7. Interacts effectively, professionally, and tactfully with the general public.
8. Establish clear, open-minded, trustworthy, bias-free and customer-focused communication to ensure a welcoming and inclusive environment.
9. Uphold the Granger Parks & Recreation Mission Statement with integrity and professionalism.

10. Attentive to the City's and the Department's standards for customer service, accuracy, quality, efficiency and all City and Department policies and procedures ensuring that all work performed meets those standards.
11. Ability to understand and follow oral and/or written policies, procedures and instructions;
12. Ability to operate a personal computer using standard or customized software applications appropriate to assigned tasks;
13. Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
14. Integrity, ingenuity and inventiveness in the performance of assigned tasks.
15. Perform the essential functions of the job with or without reasonable accommodation.
16. Ability to deal professionally and courteously with the public and staff.
17. Ability to communicate with children, staff, parents, and the public in general.
18. Ability to exercise good judgment and common sense in any given situation.
19. Ability to walk, stand, climb, stoop, talk, hear, grasp and lift (50 lbs.) in any given situation.
20. Be responsive to visual and verbal alarms and other indications of distress.
21. Able to walk and stand for long periods of time on different surfaces including walkways, trails, stairs and undeveloped areas.
22. Able to effectively communicate orally (in person and over the telephone and in writing using electronic devices and handwritten) in English with other employees, businesses and community members.
23. Position requires outdoor work where heat, cold, precipitation, and the results of weather and nature may be encountered.
24. Position requires travel within the City which imposes common travel hazards.
25. Standard work hours will vary from zero to 20 hours per week to meet the needs of the department and will include evenings and weekends.
26. To successfully fulfill the essential functions of this position, employee must be present at assigned location.

QUALIFICATIONS:

1. High School diploma or GED required. BA/BS or in pursuit thereof preferred.
2. Minimum age 18.
3. Be comfortable working in close proximity with patrons of all ages.
4. Must possess valid CPR, First Aid, and AED Certifications or ability to obtain within 6 months of employment.
5. Flexibility in scheduling to meet all required duties and responsibilities.