## JOB INFORMATION

<table>
<thead>
<tr>
<th>Job Title</th>
<th>Recreation Supervisor</th>
<th>Civil Service: No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department</td>
<td>Parks &amp; Recreation</td>
<td></td>
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<tr>
<td>Reports to Position</td>
<td>Recreation/Aquatics Coordinator</td>
<td></td>
</tr>
<tr>
<td>Location</td>
<td>Lowe Park</td>
<td></td>
</tr>
<tr>
<td>Effect. Date</td>
<td>04/18/13</td>
<td></td>
</tr>
<tr>
<td>Bargaining Unit</td>
<td>Non-Bargaining</td>
<td></td>
</tr>
<tr>
<td>Pay Grade</td>
<td>NB Pay Scale</td>
<td></td>
</tr>
<tr>
<td>Overtime Status</td>
<td>Hourly</td>
<td></td>
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<tr>
<td>FLSA Status</td>
<td>Non Exempt</td>
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</tbody>
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## JOB SUMMARY

Provide a brief description as to the primary purpose of this job (no more than three to five sentences):

This is a supervisory and professional position within the Marion Parks and Recreation Department. Duties include administration, coordination, instruction, and supervision of participants related to parks and recreational activities, cultural and social programs suited to meet the demand of the community.

## ESSENTIAL JOB DUTIES/WORK PERFORMED

List essential job functions that comprise the job; describe in terms of actions (verbs) and desired outcomes in order of most important first:

- Plans, coordinates, supervises and evaluates all activities, including cultural programming, physical exercise programming, all youth and adult recreational opportunities offered by the Marion Parks and Recreation Department.
- Participate in the development of goals and objectives as well as policies and procedures; make recommendations for change and improvements to existing standards, policies, and procedures; participate in the implementation of approved policies and procedures; monitor work activities to ensure compliance with established policies and procedures.
- Prepare reports; maintain files and records.
- Prepare purchase requisitions; order supplies and materials.
- Supports the Recreation/Aquatics Coordinator in his/her duties as he/she considers appropriate and necessary with recreation or aquatic activities.
- Participate in the selection of part-time and seasonal recreation staff; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures.
- Serve as staff liaison on various City recreation or community related committees as assigned by the Recreation and Aquatics Coordinator.
- Meet with public groups, clubs, organization, and agencies to explain and promote community services, activities, and programs.
- Respond to citizen complaints and requests for information.
- Coordinate community services activity programs with other City departments, outside agencies, and service providers.
- Develop, organize, implement, and evaluate a variety of community services and recreation programs, including special events and contract services.
- Participate in the preparation and administration of the recreation program budget; submit budget recommendations to the Recreation and Aquatics Coordinator.
- Conduct and supervise special events; develop contracts and hire contracted instructors.
- Provide general supervision and promote safe participation in program activities. Maintain a constant surveillance, keeping all participants within the designated activity area and in view at all times.
- Incorporate information on activity origins, variations, scoring, concepts, and strategies into daily lessons.
- Modify activities to meet specific characteristics of age, group, and ability level.
- Provide general supervision and promote safe participation in program activities.
- Maintain appropriate staff behavior around participants at all times.
- Perform related work as required.
REQUIRED KNOWLEDGE AND SKILLS

List key dimensions (measurements for success) for this position:

- Knowledge of methods, techniques, principles, and procedures used in the planning, development and administration of community service programs.
- Knowledge of common recreational and social needs of various age groups.
- Knowledge of principles and procedures for implementing and directing a wide variety of recreational activities.
- Knowledge of the principles and practices of budget development.
- Knowledge of office procedures, methods, and equipment including computers and applicable software applications as word processing, spreadsheets, and databases.
- Knowledge of various sports equipment used in recreation programs.
- Ability to supervise, train, and evaluate employees and volunteers.
- Ability to communicate clearly and concisely, both orally and in writing
- Ability to plan new activities and events, modify existing ones as necessary.
- Prepare clear and concise written reports.
- Observe necessary precautions to insure safety of participants.
- Teach fundamental techniques and components using instruction methods, which include discussion, demonstration, repetitive practice or drills and integration of component skills into overall activity goals.
- Incorporate information on activity origins, variations, scoring, concepts, and strategies into daily lessons.
- Knowledge of first aid or emergency procedures.
- Knowledge of the artistic or physical techniques, procedures, equipment and materials common to recreation programs.
- Working knowledge of the principles and practices of community recreation.
- Ability to recognize, investigate and analyze programs and projects and make effective recommendations.
- Ability to communicate effectively both verbally and in writing.
- Ability to establish and maintain effective working relationships with employees, instructors, departments, supervisors and the general public.

ESSENTIAL FUNCTIONS & PHYSICAL ABILITIES

List key relationships (to whom and the nature of the relationship) and leadership received and from whom associated with this position:

- Physical ability to traverse variable terrain conditions not accessible by vehicle including but not limited to steep slopes, non-level grades and heavily vegetated areas for the purposes of site review.
- Ability to walk long distances.
- Ability to perform a variety of physical labor activities as needed including using a variety of hand and power tools, stooping, bending and climbing.
- Ability to lift up to 75 pounds at one time and ability for repetitive lifting of up to 50 pounds.
- Ability to work long hours outdoors occasionally under adverse weather conditions.
- Ability to work occasional evenings and weekends.
- Ability to read, speak, write and understand English to communicate effectively with fellow employees and the general public by telephone, two-way radio, written form or face-to-face.
- Ability to operate a variety of motor and power equipment including trucks.
- Ability to perform a variety of physical labor activities as needed including shoveling, using a variety of hand tools, lifting, stooping and bending.
- Must not pose a direct threat to the health or safety of other individuals in the work place or citizens encountered during work.

QUALIFICATIONS

List the minimum requirements to be considered for this position:

- High School diploma required.
- Graduation from a college or university with a Bachelor’s Degree in Recreation, Physical Education, Fine Arts or a closely related field desirable.
• Any equivalent combination of experience and training may be acceptable.
• Experience in recreational activities in which instruction/supervision is to be given.
• Experience in the operation of a swimming pool.
• Certified Pool Operator certification must be obtained within the first year of employment.
• Must possess valid Iowa driver’s license.
• Possession of, or ability to obtain, an appropriate, valid C.P.R. Certificate.

WORKING CONDITIONS
List working conditions for this position:
• Works in an office environment and outdoors during various events
• Works a standard work week
• May be required to work some overtime upon demand of workload

REQUIRED BACKGROUND CHECKS
List working conditions for this position:
• Sex Offender Registry
• Drug Screening
• Driving Record
• Pre-Employment Physical