



Recreation Department Supervisor Job Description

Title:	Recreation Department Supervisor
Immediate Supervisor:	Recreation Manager
Department:	Recreation
FLSA Status:	Full-Time; Exempt
Work Hours:	As Necessary to Satisfactorily Perform Duties
Hiring Range:	\$52,062.40 - \$75,504.00/yr.
Benefits:	Medical, Dental and Vision Benefits, Paid Time Off, Illness/Injury Leave, Holiday Pay, PERA Retirement, Worker's Compensation, Membership to Recreation Center

This job description is established by the Eastern Rio Blanco Metropolitan Recreation & Park District (District) to outline the basic requirements, duties and general responsibilities of the position of Recreation Department Supervisor. This position is "at will", which means the District may terminate the employment relationship at any time and for any or no reason, subject only to the requirements of Federal and State law. Similarly, the employee may terminate the employment relationship without notice at any time for any or no reason.

Position Summary:

The Recreation Department Supervisor's primary duty is the performance of non-manual office work directly related to the management and general business operations of the District. The Recreation Department Supervisor customarily and regularly directs the work of two or more other employees in the effective and efficient development of recreation programs offered by the District. The Recreation Department Supervisor assists the Aquatics Division with lifeguard and program coverage. The Recreation Department Supervisor regularly makes suggestions/recommendations regarding the hiring, firing, advancement, promotion, and other change of status of employees under his/her supervision, which are given particular weight by the Recreation Manager.

Primary Duties and Responsibilities:

The following duties are an overview of the primary duties and responsibilities of the Recreation Department Supervisor and do not constitute an all-inclusive list.

1. Exercise discretion and independent judgment with respect to matters of significance, including but not limited to:
 - (a) Supervise Recreation Division staff, including but not limited to, determining workloads and schedules, implementing and interpreting policies and procedures, evaluating performance, issuing performance counseling and performing disciplinary measures with

- the Recreation Manager's input, making suggestions/recommendations regarding the hiring, firing, advancement, promotion, and other change of status of employees;
- (b) Implement key projects related to operations, safety and budget, as directed by the Recreation Manager;
 - (c) Delegate work assignments, providing work product oversight and correcting work deficiencies;
 - (d) Address a variety of customer service related situations;
 - (e) Oversight of the developing, planning, organizing, implementing and evaluating Community, Child/Youth, Fitness, Adult, Athletics and Active Adult programs;
 - (f) Recruit, supervise, and evaluate recreation programming volunteers and independent contractors in accordance with District policies and procedures;
2. Work collaboratively with the Aquatics Coordinator to ensure proper Natatorium and program coverage;
 3. Oversee, at times, lifeguard staff, directing work when appropriate;
 4. Demonstrate analytical and problem-solving skills, including the ability to collect, integrate, analyze, and use data and information, and compare and evaluate possible actions or courses of conduct based upon such analysis;
 5. Assist the Recreation Manager with the development and management of department budgets and cost recovery analysis;
 6. Track department expenditures and related inventory, implements purchasing procedures, direct other staff concerning the appropriate use of supplies and equipment, and reports to the Recreation Manger as required;
 7. Coordinate with other District departments and other organizations, agencies, and vendors as necessary;
 8. Consistently demonstrates positive, effective communication skills and interactions with the District Board, Executive Director, supervisors, employees and volunteers, other agencies and organizations, and the public;
 9. Demonstrate initiative that supports the District's vision, mission, and core value statements and Strategic Action Plan;
 10. Demonstrate comprehensive knowledge of, and compliance with, the District's rules, policies, and procedures, as contained in the District's handbooks and manuals, and consistently and appropriately enforces them; and
 11. Perform other duties and/or tasks assigned by the Recreation Manager, Executive Director, or Board from time to time.

Mandatory Qualifications and Requirements:

1. Must be at least 18 years of age;
2. Possess at the time of hire/promotion or obtain within 90 days and maintain Lifeguard and AED/CPR/ First Aid certifications (training provided by ERBM staff);
3. Ability to work flexible hours, including early mornings, evenings, split shifts and weekends, and to provide other departmental coverage as needed, could often exceed 40 hours per week;
4. Possess skills in the use of computer applications and programs;
5. Possess and maintain, or for new residents of the State, obtain within 30 days of becoming a resident of Colorado and maintain, a valid Colorado Driver's License with good driving record;
6. Possess a high school diploma or GED;

7. Two (2) or more years' experience in the specific department field. Other related experience that has provided the knowledge, skills and abilities necessary to perform satisfactorily the duties of the position may be considered, including proficient computer skills (excel, etc.);
8. One (1) or more year's supervisory experience. Other related experience that has provided the knowledge, skills and abilities necessary to perform satisfactorily the duties of the position may be considered;

Desired Qualifications and Requirements

1. Ability to write, read, speak and understands the Spanish language;
2. Event planning and;
3. Experience dealing with various populations (youth, active adults).

Working Environment/ Physical Requirements

This position requires work in a variety of locations and conditions, including outdoor recreational areas and facilities, gymnasiums, pools and typical office environments.

1. A portion of this position will involve sedentary work in an office environment; however, the Recreation Department Supervisor (General) may, on occasion, supervise and instruct indoor and outdoor recreational programs and related functions and events in various locations, and under varying conditions;
2. This position requires presence on the District's premises during normal business hours, except as necessary to meet the needs of off-site programs and events;
3. Must possess the ability to lift items up to thirty (30) pounds frequently and in excess of sixty (60) pounds occasionally;
4. Moderate physical activity under potentially adverse conditions will be required frequently;
5. This position demands frequent use of sensory activities such as talking, seeing, hearing, smelling, feeling (identifying objects by touch), depth perception and color vision;
6. This position requires standing, running, walking, sitting, kneeling, stooping/bending, lifting, squatting, pushing, pulling, crawling, jumping, sliding, climbing, pinching, gripping, reaching over head, reaching away from the body, and repetitive motion;
7. Will be required to work in all weather conditions;
8. Work may be performed under hazardous and adverse conditions, including but not limited to, slippery and uneven surfaces, proximity to moving mechanical equipment, water, electrical currents, and high places;
9. This position will involve periods of high physical, mental and/or emotional stress.