

Recreation Supervisor-Athletics

Dept/Div: Parks & Recreation

FLSA Status: Exempt

General Definition of Work

Performs difficult skilled technical and administrative work planning, organizing, and directing recreation activities, monitoring budget and fiscal expenditures, managing staff, maintaining files and records, preparing reports and related work as apparent or assigned. Work is performed under the general direction of the Parks & Recreation Director.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

Essential Functions

- Manages youth and adult sports league programs and tournaments; manages customer relationships involving service recovery, recognition and retention; researches, provides input or prepares support requests for grants, donations, sponsorships, etc.
- Assists in preparing the annual operation budget for department; tracks monthly expenses and revenues received.
- Collaborates with external groups, boards, committees and councils; manages relationships with outside organizations; develops marketing strategic plan to coach or sponsor youth sports teams and leagues.
- Assists in analyzing, developing, and implementing short and long range plans for the provision of various programs; assists in monitoring capital improvements including renovations, new facility construction and equipment, and rehabilitation projects.
- Assists with employee wellness program.
- Recruits and selects personnel; assigns, directs, trains and inspects the work of staff; rewards, disciplines, and evaluates staff performance; develops staff schedules; assists in taking action for transfers, promotions, suspensions, terminations, and demotions.

Knowledge, Skills and Abilities

Thorough knowledge of community recreational activities and their administration; thorough knowledge of the principles and methods of recreation, park and playground development; ability to develop and execute a well-rounded program of recreational activities; ability to communicate ideas effectively, both orally and in writing; ability to prepare and present reports; ability to establish and maintain effective working relationships with associates, department heads, business and public officials, and the general public.

Education and Experience

Associates/Technical degree with coursework in parks and recreation administration, or related field and considerable experience in programming and facilities management, or equivalent combination of education and experience.

Physical Requirements

This work requires the occasional exertion of up to 50 pounds of force; work regularly requires speaking or hearing, frequently requires standing, walking, sitting, using hands to finger, handle or feel, reaching with hands and arms, tasting or smelling and repetitive motions and occasionally requires climbing or balancing, stooping, kneeling, crouching or crawling and pushing or pulling; work has standard vision requirements; vocal communication is required for conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, using of measuring devices, operating motor vehicles or equipment and observing general surroundings and activities; work frequently requires exposure to outdoor weather conditions and

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occasionally requires wet, humid conditions (non-weather), working near moving mechanical parts, exposure to the risk of electrical shock, exposure to vibration and exposure to bloodborne pathogens and may be required to wear specialized personal protective equipment; work is generally in a moderately noisy location (e.g. business office, light traffic).

Special Requirements

Valid driver's license in the State of Texas.

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