

CITY OF HAINES CITY
JOB DESCRIPTION

DEPARTMENT: RECREATION DEPARTMENT
REPORTS TO: RECREATION DIRECTOR

RECREATION SUPERVISOR

GENERAL DESCRIPTION:

This is responsible work in a lead capacity involving a variety of recreational activities at a community center or other recreation facility and adjacent grounds. An employee in this position independently organizes and supervises recreation programs and activities. Assignments require coordination of programs for all age groups. This work schedule may require evening and weekend hours. Work is performed under general supervision of the Parks and Recreation Director and is evaluated while in progress through observation, conferences, and reports submitted for the achievement of desired results.

ESSENTIAL FUNCTIONS:

(Note: The listed duties are illustrative only and are not intended to describe each and every function which may be performed in the job class. The omission of specific statements does not preclude management from assigning specific duties not listed herein if such duties are a logical assignment to the position.)

Plans, organizes and implements one or more recreational activity for the youth of the community.

Supervises staff members and volunteers in carrying out special activities; explores or develops new techniques and approaches in youth activity.

Supervises a recreation program for a center which may include a recreation building, indoor center, playground, athletic center, or any combination of facilities.

Oversees the use of all equipment and inventory at the center; checks equipment in and out to all personnel, and makes minor repairs to equipment.

Responsible for the organization of youth programs which includes scheduling, recruitment of volunteers, registration, etc., as needed.

Assists in planning specialized programs.

Assures that Recreation facilities are run efficiently and smoothly and that all safety precautions are followed.

Performs the duties of other Park and Recreation Leader classifications as needed.

Assures the administration of safety precautions and administers first aid as required.

Purchases supplies and equipment.

Coordinates and operates the after school program, summer youth program and teen programs.

Performs related non-essential duties as required.

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MINIMUM QUALIFICATIONS:

Knowledge, Abilities and Skills: Considerable knowledge of the philosophy and objectives of public parks and recreation; the principles and practices used in organizing and directing play and recreation activities; and the rules and regulations governing various competitive athletic games with an emphasis on youth activities. Working knowledge of a variety of first aid methods and necessary safety precautions used in recreation work; and manual arts and crafts, dramatic and music programs. Ability to plan and coordinate various parks and recreation activities and programs; and ability to put such programs into effect; establish and maintain effective working relationships with the general public; and communicate effectively with others both orally and in writing. Must be physically capable to perform essential functions as required.

Training and Experience: Minimum of a four (4) year college degree with major course work in recreation, physical education, or a closely related field. Five (5) years experience in supervising varied recreational programs with major emphasis on youth programs. Or, an equivalent combination of training and experience which provides the required knowledge, skills and abilities.

Special Requirements: Must have, or be able to obtain within six (6) months, CPR certification and valid lifeguard certification.

Revised December 2006