

SUPERINTENDENT OF RECREATION

FLSA STATUS-Exempt

DESCRIPTION OF WORK

The Superintendent of Recreation is an "At Will" employee who is under general supervision of the Director of Recreation Services; Duties include performs and directs activities in operation of the City's Recreation Center; supervises recreation staff, seasonal employees, Recreation Leader and Recreation Programmers; and oversees recreation programs and activities. Applicability of the personnel policy is limited by section 1.4 of the Personnel Policy Manual and vacation shall accrue as per section 4.3 (8) of the Personnel Policy Manual. Because the Superintendent of Recreation is an exempt employee, compensation time does not apply.

DUTIES-EXAMPLES OF WORK

ESSENTIAL DUTIES:

Plans, organizes, performs and supervises others in the operation of the recreation center; prepares and presents the annual budget request and administers the adopted budget of the shooting range and recreation center; supervises and assists recreation programmers in implementing and evaluating recreation and leisure programs and services for youth, adults and seniors; assists in developing priorities; evaluates staff and programs; supervises recreation center, recreation center staff, shooting ranges and shooting range staff; maintains awareness of new developments in recreation; prepares or coordinates the development of programs and events publicity, including brochures, newsletters and news releases; conducts training for staff; investigates complaints and recommends corrective action as necessary to resolve complaints; organizes and implements tournaments; recruits sponsors for events; recruit volunteers; monitors program compliance with the laws, rules and regulations related to provision of recreational activities and services; recommends and implements improvements and modifications; performs a variety of duties related to public relations; conducts staff meetings

OTHER DUTIES: Performs other duties as directed; performs related duties

QUALIFICATIONS

Knowledge of methods and techniques of planning, developing and managing recreational programs and facilities.

Knowledge of principles of supervision, training and program evaluation.

Knowledge of hazards inherent in some recreation programs and appropriate safety practices.

Ability to establish and maintain effective working relationships with employees, volunteers, superiors, and the public.

Ability to establish and maintain harmonious public relations.

Ability to coordinate and implement tournaments and special events.

Ability to lead and train others.

Ability to prepare and present accurate reports orally and in writing.

PHYSICAL AND SENSORY REQUIREMENTS

Ability to perform light physical work, to lift and carry up to 20 pounds, and occasionally 50 pounds;

Ability to stand, walk, sit, ride, reach, grasp and perform similar body movements;

Possesses hand/eye/foot coordination adequate to operate office machines and a vehicle;

Ability to talk and hear in person and by telephone, and two-way radio;

Ability to see and read instructions, manuals, recreation and athletic programs, characters on a computer screen, operational guides and gages on a vehicle.

EXPERIENCE AND TRAINING

Any combination of experience and training equivalent to a Bachelor Degree in Recreation or a related field and one year of progressively responsible experience involving the development and supervision of recreation facilities and programs.

SPECIAL REQUIREMENTS: Possession of a valid driver's license.

Rawlins/December, 2008