

**CITY OF CHENEY
PARKS & RECREATION DEPARTMENT
RECREATION SUPERVISOR
JOB DESCRIPTION**

POSITION INFORMATION:

Salary Grade:	Non Union Exempt (NUE) 64
Salary Range:	\$3,589 - \$4,506/mo
Position Work Schedule:	Monday – Friday 8:00 AM to 5:00 PM
Employment Category:	Full-time
Union Affiliation:	N/A
FLSA:	Exempt

DEFINITION: The Recreation Supervisor will plan, develop, organize, lead and instruct youth and adult recreation programs; park and ball field scheduling, and assist with supervising administrative functions within the Parks and Recreation office. This position also provides customer service support the Admin Clerk in the front office.

Each staff member is expected to perform a wide range of office and field duties including evenings and weekends, which may be required from time to time. This is a working administrative and management position. This is a non-union, FLSA-exempt position, not eligible for overtime compensation.

SUPERVISION RECEIVED: The Recreation Supervisor works under the general direction and supervision of the Parks and Recreation Director. This position requires a high degree of independent judgment, initiative and discretion.

SUPERVISION EXERCISED: This position supervises other staff: including part-time sports officials, gym supervisors, coaches, contracted and hourly instructors, day camp and after school program administrators, day camp and after school program leaders, and volunteers.

EQUIPMENT/JOB LOCATION/WORKING CONDITIONS: This position works out of the Parks & Recreation Office and operates several pieces of office equipment including but not limited to computers, fax machines, telephones, and other pieces of general office equipment. Work is performed during and outside of normal working hours.

ESSENTIAL FUNCTIONS OF THE JOB:

- Develop, organize and implement youth and adult recreational sports programs; monitor and evaluate programs, conduct coaches meetings, hire and train sports officials and part-time supervisors.
- Coordinate the use of all City ball fields and park space in an effort to support outside agencies that provide services to the Cheney community.
- Manage and supervise assigned operations to achieve goals within available resources; plan and organize workloads and staff assignments; train, supervise, motivate, and evaluate assigned staff; review progress and direct changes as needed.

- Manage the implementation and development of short and long range plans; gather, interpret, and prepare data; submit grant applications; coordinate department activities with other departments and agencies as needed.
- Develop and implement policies, procedures and standards for efficient and effective operation and maintenance of department operations. Assure compliance with established policies and procedures. Communicate official plans, policies and procedures to staff and the general public.
- Assure that assigned areas of responsibility are performed within budget; perform cost control activities; monitor revenues and expenditures in assigned area to assure sound fiscal control; prepare annual budget requests; assure effective and efficient use of budgeted funds, personnel, materials, facilities, and time. Prepare and administer budget for all areas under direct supervision; recommend purchase of all new and replacement equipment.
- Schedule and run various physical and cultural activities throughout the year. Coordinate the recreation program with other city departments, outside organizations such as the Cheney School District, Eastern Washington University, and various community-based organizations.
- Review program areas, implement changes or new programs to meet recreational needs of the community.
- Promote interest in parks and recreation programs through publicity, web page, program brochures, and public contacts; speak before citizens groups, students and other organizations.
- Support the Administrative clerk in coordinating and managing all rentals and usage of City facilities for both internal and external groups.
- Create and design the seasonal Parks & Recreation program brochure.
- Assume the duties of the Parks and Recreation Director in his or her absence.
- Assist with youth programs including day camps, supervision with the outdoor pool, teen programs, senior programs, special events, classes, trips, and tours.
- Perform other duties as assigned.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of:

- Municipal administration and the principles and practices of management, supervision, and budgeting.
- City organization, operations, policies, and objectives.
- Principles and practices of employee supervision, discipline, and training.
- Interpersonal skills using tact, patience, and courtesy.
- Research techniques and procedures.
- Office practices, procedures, and equipment.
- Principles and practices of modern parks and recreation programs.
- Equipment and facilities required in a comprehensive park and recreation program.
- Community recreation needs and resources.

Ability to:

- Interact with the public in an effective, customer friendly manner and establish and maintain effective working relationships with City staff and other organizations.
- Get along with others and work as a member of a team.

- Must have the mental and physical ability to multi-task.
- Foster collaborative group process and efficiently use resources.
- Work independently and make appropriate decisions regarding work methods and priorities.
- Maintain confidentiality.
- Demonstrate a strong sense of personal ethics along with a high degree of professional judgment and discretion.
- Research and analyze complex problems and develop, recommend, and implement sound solutions.
- Communicate effectively, both orally and in writing.
- Maintain records and prepare reports.
- Train, supervise and evaluate staff.
- Plan, organize and oversee assigned work programs including monitoring work schedules, legal requirements and progress reviews.
- Meet schedules and legal time lines.

QUALIFICATIONS:

Graduation from a college or university with a Bachelor’s degree in Recreation Management or closely related field; two years of progressively responsible experience in parks and recreation youth and adult sports programs, or any equivalent combination of education and experience. Must have possession of, or ability to obtain, a valid Washington State Driver’s license. Preferred candidate also should have experience working with volunteer coaches, contracted instructors, part-time staff, city government and/or parks and recreation organizations.

PHYSICAL REQUIREMENTS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to walk, sit and talk or hear. The employee is occasionally required to use hands to touch, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/or move up to 40 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

While performing the duties of this job, the employee occasionally works near moving mechanical parts or in inclement weather conditions.

Duties are performed both individually and as part of a work team. The work environment is fast-paced. Attendance at night meetings may be required, and meeting project deadlines may require working more than forty hours per week.

I _____ certify that I am able to complete all of these requirements.

Date: _____

The City of Cheney is an Affirmative Action ADA Equal Opportunity Employer