

The City of Altoona Position Description

Position Title:	Recreation Supervisor	Department:	Parks and Recreation
Grade:	H	FLSA:	Exempt
Last Update:	October 2021	Reports To:	Recreation Manager

Purpose of Position

The purpose of this position is to assist in planning, implementing and supervising a comprehensive municipal recreation program and rentals of City-owned event facilities.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Assist the Recreation Manager with planning, implementation and supervision of a comprehensive, year-round municipal recreation program.

Manage sports leagues, sports clinics, special events, adult and youth programs and community outreach programs as assigned.

Supervise assigned part-time recreation staff. Recruit, interview, train, and evaluate staff and volunteers. Discipline staff as appropriate. Help develop training manuals. Conduct new employee orientation and in-service meetings. Develop work schedules.

Assist with budget preparation and recommendations. Develop operating budgets for assigned programs. Recommend program fees and part-time staff pay rates. Research and develop alternate revenue sources for recreation program financing such as fundraising, grants and donations. Oversee and authorize assigned program expenditures.

Monitor assigned program inventory. Specify and order supplies and materials.

Research and monitor trends and issues in recreation. Attend and participate in conferences, seminars, workshops and conventions.

Promote recreation programming with the public and potential users. Develop publicity materials such as flyers, news releases, posters, websites, social media, and announcements. Plan and participate in public presentations to inform and educate the public about the benefits of Parks and Recreation.

Evaluate programs and activities. Respond to customer/participant questions, complaints and concerns.

Aide in the scheduling, planning and supervising a wide variety of rentals

Provide outstanding customer service, and build positive relationships with internal and external customers.

Coordinate with facility rental clients to identify their needs and to ensure customer satisfaction.

Serve as liaison with vendors on event-related matters

Propose ideas to improve provided services and event quality.

Organize facility and manage all event details of planned events.

Proactively handle any issues and trouble shoot any emerging problems on event day.

Explain and enforce safety standards and procedures.

Regular attendance and punctuality required.

Minimum Training and Experience Required to Perform Essential Job Functions

Minimum of Associate's degree in Recreation Management or related field required, four-year degree preferred. Two-years of relevant experience required. Prior supervisory experience strongly preferred.

Physical and Mental Abilities Required to Perform Essential Job Functions

Language Ability and Interpersonal Communication

Ability to decide the time, place and sequence of operations within an organizational framework, and to oversee their execution.

Ability to analyze data and information using established criteria, in order to determine consequences and to identify and select alternatives. Ability to compare, count, differentiate, measure, copy, record and transcribe data and information. Ability to classify, compute, tabulate, and categorize data.

Ability to manage and direct a group of workers, including the ability to provide counseling, mediation, evaluation and discipline. Ability to persuade, convince and train others. Ability to advise and interpret regarding the application of policies, procedures and standards to specific situations.

Ability to utilize a variety of advisory data and information such as attendance records, time sheets, job applications, performance evaluations, personnel policies, injury reports, billing invoices, catalogs, permits, schedules, facility reports, program reports, publicity releases, first aid manual, computer software operating programs, operating manuals, procedures, guidelines and non-routine correspondence.

Ability to communicate orally, in writing, electronically, and by use of technology with program participants, service organizations, sports groups, vendor representatives, recreation program staff, school personnel, news media representatives and city officials.

Mathematical Ability

Ability to add and subtract, multiply and divide, and calculate percentages, fractions, and decimals.

Judgment and Situational Reasoning Ability

Ability to use functional reasoning in performing influence functions such as supervising, managing, leading, teaching, directing and controlling.

Ability to exercise the judgment, decisiveness and creativity required in situations involving the direction, control and planning of an entire program or multiple programs.

Physical Requirements

Ability to operate, maneuver and/or steer equipment and machinery requiring simple but continuous adjustments such as motor vehicles, laminator, computer terminal, calculator/adding machine, fax machine, sports equipment, carpenter's tools, garden tools and telephone/cell phone.

Ability to coordinate eyes, hands, feet and limbs in performing movements requiring moderate skill, such as cutting and driving.

Ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and pulling.

Ability to recognize and identify similarities or differences between characteristics of colors, shapes, sounds and textures associated with job-related objects, materials and tasks.

Environmental Adaptability

Ability to work under generally safe and comfortable conditions where exposure to environmental factors such as temperature extremes and irate individuals may cause discomfort and poses a limited risk of injury.

EOE/ADA

The City of Altoona is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.