

Job Description – City of Burleson

Job Title: Recreation Supervisor
 Department: Recreation 4 B 6017
 Reports to: Center Operator
 Pay Grade: 222
 FLSA Category: Exempt
 Schedule: 5, 8 hour shifts per week; 40hours each
 Date Revised: October 22, 2009

BRIEF DESCRIPTION OF THE JOB:

Responsible for the overall programming of recreational programs, including the marketing and sales of these programs. Primary oversight of the programming standards, systems and practices as they directly impact the overall member and guest experience and operating excellence of the division.

ESSENTIAL DUTIES AND PERCENTAGE OF TIME SPENT ON EACH:

[S = Sedentary (0-10 lbs); L = Light (10-25 lbs); M = Medium (25-50 lbs); H = Heavy (50-100 lbs); VH = Very Heavy (over 100 lbs)].

Strength Exerted	Description of Job Duties
S	Oversee all financial aspects of the recreation division programs, including both the revenue and expense aspects related to all program efforts. Work with Recreation Center Operator and other division heads as needed to ensure the financial performance of the recreation division.
S	Ensure the operation of the division meets city standards and provides an environment of member and guest expectations.
S	Oversee all recreation programming and marketing practices, policies, and procedures necessary for achieving the facilities strategic business plan goals.
S - M	Manage personnel through training, coaching, counseling and evaluating personnel to include the following work areas: party packages, one day activities, program and class instructors, arts and crafts, day camps and all other activities. Perform a multitude of different functions; help others when the occasion arises.
M	Maintain a clean and orderly facility, including preventative maintenance on all equipment to ensure the safety of all facilities, program members and guests.
S	Research, create, coordinate, implement, market and sell all recreation programs and services. Ensure proper systems are implemented to guarantee the recreation facility programs meet the needs of the members and guests and drive participation in such a manner as to create member and guest satisfaction and enhance member retention.
M	Assist in the delivery of division services as required, including providing specific services as qualified to do so by training (examples are working the floor, instructing a class, facilitating program activities, etc).
S	Conduct regular meetings and education sessions for direct report employees. Cooperate with the Recreation Manager by conducting quarterly meetings for all employees.
L	Assist in scheduling activities and coordinate program activities with other municipalities.
L	Adhere to policies, procedures, manuals, memos and oral instructions; this includes wearing a city-approved uniform and nametag.
	Other duties as assigned.

SUPERVISORY RESPONSIBILITIES:

This position co-supervises the Recreation Center Coordinators and Guest Services employees.

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of recreation programming and recreation center operations.
- Knowledge of budgeting, financing and contracts.
- Knowledge of fitness including aerobic and strength building equipment.
- Ability to communicate effectively both in writing and orally.
- Ability to establish goals and objectives and achieve them.
- Ability to manage conflict with employees, program participants or displeased patrons.

EDUCATION AND EXPERIENCE:

- Bachelor degree in Parks and Recreation, Business Administration or related field.
- One (1) year experience in a supervisory or lead role.
- Two (2) years experience in the recreation or fitness industry.

CERTIFICATES AND LICENSES REQUIRED:

- Certification in CPR/AED
- First Aid Certification
- Valid Texas Drivers License with good driving record.

ENVIRONMENTAL FACTORS AND SAFETY HAZARDS:

Work is performed in a climate controlled office environment.

TOOLS AND EQUIPMENT USED:

Computer and office equipment.

DESCRIPTION OF PHYSICAL DEMANDS:

[Frequency: C = Constantly (2/3 or more of the time); F = Frequently (1/3 to 2/3 of the time); O = Occasionally (up to 1/3 of the time); R = Rarely (less then 1 hour per week)].

Physical Demand	Frequency	Description of Demand
Standing/Walking	F	On carpet or tile floors, slippery concrete or pool surface.
Sitting	F	Primary work position at a standard desk with an adjustable office chair.
Lifting/Carrying	R	Small boxes of supplies and paper weighing less than 5 pounds, setting up chairs and sports equipment 10 – 50 lbs
Pushing/Pulling	R	To open and close filing cabinet drawers, pushing carts with volleyball and gym mats and tables 10 -75lbs.
Reaching	O	Into filing cabinets and on shelves to store or retrieve documents and supplies, retrieving equipment
Fine Dexterity/Handling	F	To use the computer, typewriter and calculator and writing.
Crouching/Crawling	R	To plug in computer, calculator, etc. and picking up equipment.
Twisting	F	Working around the desk in standard office activities.
Kneeling	O	To retrieve documents from lower shelves and bottom drawers of file cabinets. Setting up and putting up equipment.
Vision	F	To read and prepare paperwork.
Hearing/Talking	F	To speak with citizens and employees on the phone and in person.
Foot Controls	O	Driving a car.

DESCRIPTION OF NON-PHYSICAL DEMANDS:

[Frequency: C = Constantly (2/3 or more of the time); F = Frequently (1/3 to 2/3 of the time); O = Occasionally (up to 1/3 of the time); R = Rarely (less than 1 hour per week)].

O time pressures

F irregular schedule

F frequent change of task

O tedious exacting work situation
team

F performing multiple tasks simultaneously

other: _____

O emergency situations

R danger/physical abuse

C noisy/distracting environment

F working closely with others as part of a

Applicant Notes:

- Regular and reliable attendance is required of all employees.
- Pre-employment drug screens required and substance abuse policy enforced.
- The City of Burleson is an at-will employer.
- The job description is a general summary; it is not an all-inclusive list of job duties, and employees will be called upon to complete other duties as assigned.
- **Applications are required to be considered for open positions.** A resume may be provided, but does not take the place of a completed application.