



Recreation Programs Supervisor (1530)

FLSA Status: Exempt

Pay Grade: 16

Safety-Sensitive: No

Purpose

The purpose of this classification is to plan, organize and implement community recreation programs and events. The Recreation Programs Supervisor is responsible for making supervisory decisions, solving problems, analyzing information and evaluating results in the assessment of service delivery.

Primary Responsibility

Provides excellent service, pursues continuous improvement and exceeds expectations.

Typical Duties

Supervises regular and temporary staff; plans, coordinates, assigns and reviews work of individuals and the team; evaluates training needs and provides instruction; schedules staff vacations and approves sick leave; recommends discipline, disciplinary actions, discharge and salary increases; prepares timesheets; interviews candidates; conducts employee performance evaluations; establishes and promotes employee morale.

Develops and implements diversified community recreation programs and events: develops objectives and strategies for all program areas; establishes long- and short-range objectives; develops checklists, timelines, and actions for activity implementation and completion of activity objectives; assists Recreation Manager in the development of department policies and procedures, revenue projections, and expenditure priorities for community recreation programs and events; and assists in the development of capital equipment needs; prepares program information and statistics as needed; and attends professional development seminars and conferences.

Manages seasonal personnel and program volunteers: recruits, interviews and hires part-time staff and volunteers for each program area; makes recommendations to the Recreation Manager for hiring and termination of program part-time staff; assesses risks to ensure that all safety rules, regulations and procedures are followed; conducts meetings with program staff to discuss program progress and needed improvements; maintains records for all state required training; and attends job fairs and other events to recruit potential part-time staff and volunteers.

Oversees day-to-day operation of community recreation programs and events: monitors refunds and overdue payment issues; visits program sites; organizes and plans curriculum of all activities; assesses program and event complaints and recommends corrective actions; manages inventory of supplies and equipment for programs and events; assists with the supervision of special events as assigned; coordinates and monitors contracts and agreements for program areas; and assesses the need for facility and equipment work orders.

Prepares and oversees the operational budget for each program area: maintains oversight on all program and event revenues and expenditures; prepares and manages annual budget for area of assignment; evaluates equipment for purchase and assists in the development of specifications; approves orders of

materials, supplies, and equipment requested by part-time staff; monitors expenditure and revenue records for accuracy; provides reports on budget accomplishments and program progress; prepares requisitions, equipment bids, contracts and service agreements for programs and events; and participates in the annual departmental sponsorship campaign to help raise funding for programs and events

Promotes community recreation programs and events: manages the marketing, promotion and registration of community recreation programs and events; develops registration packets and program handbooks; oversees scheduled program registrations and parent orientations; monitors participation numbers and rosters; develops newsletters regarding program services and needs; updates program information for participants through emails, texts, and other social media avenues; and performs public relation duties, such as responding to complaints and emergencies.

Develops partnerships with community organizations, businesses and service groups: networks with representatives from Georgia Southern University (GSU), United Way, Pineland Mental Health, Bulloch County Board of Education (BOE) and local businesses and churches to provide recreational services to the community; networks with GSU Volunteer Services to recruit volunteers for programs and special events; networks with GSU professors for access to students who are potential part-time staff or volunteers to assist with program activities; networks with public safety and law enforcement officials that provide services for large special events and community programs; and schedules facilities with the BOE and other entities for program use

Performs other related duties as required.

Minimum Qualifications

Associate degree in Recreation, Child & Family Development, or a related field required; supplemented by two years of experience in recreation and event programming; or a related field or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

Specific License or Certification Required: Must possess and maintain a valid Georgia driver's license.

Performance Aptitudes

Data Utilization: Requires the ability to evaluate, audit, deduce, and/or assess data using established criteria. Includes exercising discretion in determining actual or probable consequences and in referencing such evaluation to identify and select alternatives.

Human Interaction: Requires the ability to act as a first-line supervisor, including instructing, assigning and reviewing work, maintaining standards, coordinating activities, and evaluating employee job performance.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

Functional Reasoning: Requires the ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

ADA Compliance

In compliance with the Americans with Disabilities Act (ADA), the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Physical Ability: Requires light physical effort involving lifting, carrying, pushing, or pulling between 5 to 10 pounds of weight in sedentary to light work.

Sensory Requirements: Requires mild differentiating in recognizing and identifying similarities or differences in colors, forms, sounds, textures and/or physical appearances associated with objects, materials, ingredients, and people. Tasks require the ability to communicate orally.

Environmental Factors: Essential functions are regularly performed without exposure to adverse environmental conditions.

DISCLAIMER: This job description is not an employment agreement or contract. Management has the exclusive right to make changes at any time without notice.

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