

City of Diamondhead
RECREATION SUPERVISOR

Department: Administration
Date Approved:

FLSA Status: Exempt

NATURE OF WORK

The Recreation Supervisor is responsible for developing and supervising a recreational and community services program and to meet the leisure needs of the community. The Recreation Supervisor works independently under the general direction of the City Manager.

ILLUSTRATIVE EXAMPLES OF WORK

- Supervises full and part-time recreation staff and contract personnel.
- Attends events, evaluates programs and discusses improvements.
- Conducts research and prepares written budgetary, expenditure justification, facility usage and activity reports.
- Participates in the planning of new park and recreation facilities.
- Oversees the activities and use of public recreation facilities.
- Maintains regular and reliable attendance.

ABILITY TO

- Understand community leisure and social conditions to determine special recreation needs.
- Perform a broad range of supervisory responsibilities over others.
- Comprehend and make inferences from written material.
- Produce written documents with clearly organized thoughts using proper sentence construction, punctuation, and grammar.
- Work cooperatively with other City employees and the general public including groups of all ages.
- Work safely without presenting a direct threat to self or others.

ADDITIONAL REQUIREMENTS

- Position requires the use of City vehicles on City business.
- Individual must be physically capable of operating the vehicles safely, possess a valid driver's license and have an acceptable driving record.
- Use of a personal vehicle for City business will be prohibited if the employee does not have personal insurance coverage.
- Position will require the performance of other essential functions.

ACCEPTABLE EXPERIENCE AND TRAINING

- Education: A minimum of an associate's degree. Bachelor's Degree in Recreation and Leisure studies, Physical Education, or related field is preferred.
- Experience: Two (2) years of experience in recreation programming or Administration with knowledge of principles and practices of supervision.
- Ability to manage recreation programs and services.
- Ability to establish and maintain effective working relationships with all levels of employees and the public.
- Ability to express oneself clearly and concisely, both orally and in writing.
- Knowledge of City policy and administrative procedures.

PHYSICAL DEMANDS AND WORKING CONDITIONS

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.

Physical requirements include occasional lifting /carrying of 10 pounds; visual acuity, speech and hearing; hand and eye coordination and manual dexterity necessary to operate a computer keyboard and basic office equipment. Subject to sitting, standing, reaching, walking, twisting, and kneeling to perform the essential functions. Working conditions are primarily inside an office environment.

Employee

Date

Supervisor

Date