



City of Madison

Job Description

Title: Program Superintendent Department: Recreation

Exempt/Nonexempt: E Pay Grade: 12 EEO Code: 5 Effective Date: 5-13-24

New Position: Position Change: X Reports to: Recreation Director

Subordinate Staff: Program coordinators, recreation aides, scorekeepers, camp staff, and other seasonal staff.

The following information is designed to outline the functions and position requirements of this job. It does not identify all tasks that may be expected, nor address the performance standards that must be maintained.

General Position Summary:

Responsible for coordinating, managing, and supervising all recreation sports programs, leisure activities, and special events for the community, as well as maintaining the neatness of recreation areas operated by the City of Madison. Assesses community interests, develops new programs, monitors, and evaluates program success.

Essential Functions/Major Responsibilities:

- Performs all responsibilities necessary to manage and supervise all sports programs, special events, and leisure activities offered by the Recreation Department.
- Coordinates all gymnasium activities including basketball, volleyball, pickleball, homeschool physical education, and other classes and activities.
- Coordinates all City-administered adult and youth activities including registrations, drafts, practice schedules, game schedules, tournaments, coaching requirements, data entry, etc.
- Coordinates summer day camp program, including ensuring compliance with state regulations, records maintenance, camp staff management, supervision of general camp operations, as well as handbooks for parents and campers. Plans, promotes, organizes, and develops fun and exciting curricula and activities for camp divisions.
- Plans, advertises, organizes, and develops other recreational activities, special events and programs, and registration events.
- Coordinates with Assistant Director and Director on the hiring, supervision, and management of program coordinators, recreational aides, camp counselors, and scorekeepers.
- Manages scheduling and work locations for all staff involved in managed activities.
- Manages front desk activities pertaining to systems that track membership and revenue.

- Maintains adequate reports and records concerning programs.
- Initiates and supervises safety measures on all activities, including daily inspections of playing fields and courts.
- Develops a program of public relations, publicity, and cooperation with other agencies.
- Posts updates on social media regarding sports programs, special events, leisure activities, and camps.
- Communicates updated information on website or through text system regarding field closures, registration dates, schedules, etc.
- Prepares annual analysis of budget needs for recreation programs.
- Prepares purchase orders, change orders, invoices, and payroll using the City's operating system.
- Maintains communications with volunteer and temporary staffing agencies on a continuous basis to make sure they are following proper city and recreation policies.
- Organizes and attends all program related meetings to include all sports programs on a monthly basis.
- Reports any damage or disturbances to Recreation Director.
- Supervises activities in and at city facilities when necessary.

Secondary Functions:

- Assists in sports registrations, swim lesson registrations, and scheduling of games and practices.
- Prepares and maintains schedules for all gyms, gym managers, and scorekeepers.
- Coordinates purchases of athletic equipment, as well as camp supplies including snacks, arts and crafts supplies, first aid supplies, games, sporting equipment, and other necessities as needed.
- Manages neatness and appearance of gymnasiums. Assists in repairing any minor maintenance problems, such as repairing or replacing bases, raking fields, picking up trash, emptying trashcans, and any other minor duties. Reports any major maintenance problems to the Maintenance Superintendent and/or Recreation Director.
- Attends City Council meetings when necessary.
- Assists maintenance staff, when necessary, in lining athletic fields, grass trimming, installation of soccer goals, laying sod and any other work that may be needed in order to meet program requirements.
- Other duties as assigned by Recreation Director.

Job Scope:

- Performs duties with little direction given, operating from established schedule and instructions.
- Decisions are made within general company policy constraints, but also require independent decision making.
- Responsible for budget preparation for all sports programs and compliance accountability for operating budget of programs.

Supervisory Responsibility:

- Program coordinators, recreation aides, scorekeepers, camp staff, and other seasonal staff.

Interpersonal Contacts:

- Interacts with team of workers, including professional and administrative staff.
- Must be able to work with the public, parents, and guardians due to frequent contact with children.
- Interacts with recreational professionals from various cities throughout the State of Alabama, as well as individuals within the city school systems and sports program volunteer agencies.
- Must be able to follow instructions from supervisor.

Specific Job Skills:

- Verbal skills to communicate information and needs to public officials, professional contacts, other workers, employees, supervisors, the general public and to conduct coaching certifications.
- Ability to work independently without close supervision.
- Knowledge of parks and recreation facilities, programs, rules and regulations of various team athletics and common safety practices.
- Proficiency in CPR and First Aid.
- Ability to follow instructions.
- Computer and writing skills to prepare receipts, letters, memos, schedules, and budgets.
- Reading skills to understand written instructions, rule books, policies and procedures, catalogs, etc.
- Listening skills to understand verbal instructions and information.
- Ability to develop, plan and organize programs.
- Math skills to develop schedules, complete quote sheets, and develop budgets.
- Ability to supervise, direct, and evaluate the work of employees and volunteers.

Managerial Skills:

- Skill at hiring, training, appraising, coaching, counseling, and disciplining personnel.
- Strong understanding of personnel policies and practices and ability to coach employees in these areas.
- Leadership and staff motivation skills.
- Skill at gathering and evaluating input for decision-making.
- Adept at managing relationships between subordinates and each other and personnel in other departments.
- Ability to manage scheduling and leave issues at workgroup level.
- Strong project management, planning, organization, and prioritization skills.

Education and/or Experience:

- Bachelor's Degree in parks and recreation management or a related field preferred, or an equivalent combination of training, education, and experience.

- Minimum of five (5) years of supervisory experience in recreation field with emphasis on sports, leisure services, and special event programming preferred.
- Experience working with general public and children preferred.

Job Conditions:

- Strong background record required, due to accessibility to city property and interaction with public and children.
- Must maintain a strong driving record for city-insurance purposes, and record may be periodically checked by the City.
- Frequent interruption and some evening meetings.
- Working outside in varying weather conditions.
- May require work in an environment where there are temperature fluctuations, noise, poor ventilation, dirt, dust, etc.
- Must be able to work varying hours, extended hours, as well as occasional weekends and holidays and at times with little or no notice.
- May require some travel for state association meetings, conferences, and sports program tournaments.

Physical Capabilities:

- Ability to see well enough to observe employees, programs and activities, clean required areas and inspect facilities (corrective lenses acceptable).
- Ability to be mobile in order to move and assemble various equipment, bleachers, tables, chairs.
- Ability to bend, climb, stand in order to clean required areas and move items listed above.
- Ability to hear well enough to understand normal conversation, and to use radio and telephone to hear people from a distance (hearing aid acceptable).
- Ability to speak well enough to communicate with professionals, employees, supervisors, and patrons and to be heard from a distance.
- Physical mobility to move around to inspect all areas of recreation facilities.
- Ability to type, write, file, and operate office equipment and sports equipment (with or without accommodation).
- Job requires slip-resistant footwear to be worn during work hours, as well as long pants and other personal protective equipment during outdoor assignments.

Mayor Approval

Date

Department Head Approval

Date