

# Parks & Recreation Supervisor

Dept/Div: Parks & Recreation/N/A

FLSA Status: Exempt

## General Definition of Work

Performs work planning, developing, and implementing a comprehensive recreation programming, supervising a variety of youth through adult programs, developing and maintaining public relations materials, and related work as apparent or assigned.

Work is performed under the supervision of the Parks & Recreation Director.

Oversight is exercised over Contract Instructors and Support Staff.

## Qualification Requirements

---

*To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.*

---

## Essential Functions

- **Sports Programming:**
  - Plans, implements, evaluates, records, youth and adult sports.
  - Plans, implements, evaluates, and leads youth summer programs and field trips and hires staff.
  - Plans, implements, and evaluates individual recreation activities including classes and special events for youth, adults, families, and senior citizens.
  - Monitors and organizes outdoor activities.
  - Develops, creates, and publishes program flyers, department newsletter, department catalog, and other media.
  - Registers participants both in person and on phone for recreation programs.
  - Coordinates special events such as Craft and Business Fair for Tower Days, Easter Egg Hunt, and other community events.
- **Tour Programming:**
  - Plans, implements, evaluates, records, and leads extended tours.
  - Plans, implements, evaluates, and leads day trips.
  - Plans, implements, and evaluates individual recreation activities including classes and special events for youth, adults, families, and senior citizens.
  - Monitors and organizes adult social clubs such as walking, cards, bingo, book
  - Develops, creates, and publishes program flyers, department newsletter, department catalog, and other media.
  - Registers participants both in person and on phone for recreation programs.
  - Coordinates special events such as parades for Tower Days and summer music service.

## Knowledge, Skills and Abilities

Thorough knowledge of the operation of a recreation facility; thorough knowledge of games, indoor and outdoor athletics and related rules and regulations; general knowledge of the principles and practices of recreation planning, programming, and operations.

Ability to maintain order in a public facility; ability to plan and supervise the work of others; ability to communicate ideas effectively both orally and in writing; ability to establish and maintain effective working relationships with participants, associates, and the general public.

# Parks & Recreation Supervisor

## Education and Experience

Bachelor's degree with coursework in recreation, tourism management, or related field and moderate experience in programming and provision of recreational activities and events, or equivalent combination of education and experience.

## Physical Requirements

### *Physical Requirements and Activity*

This work requires the regular exertion of up to 10 pounds of force, frequent exertion of up to 25 pounds of force and occasional exertion of up to 50 pounds of force.

Work frequently standing, walking, sitting, speaking, or hearing, using hands to finger, handle or feel and repetitive motions and occasionally requires climbing or balancing, stooping, kneeling, crouching or crawling, reaching with hands and arms, tasting or smelling, pushing or pulling and lifting.

### *Sensory Requirements*

Work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound.

### *Sensory Utilization*

Work requires preparing and analyzing written or computer data, operating machines and observing general surroundings and activities.

### *Environmental Conditions*

Work occasionally requires working in high, precarious places, exposure to outdoor weather conditions, exposure to vibration and exposure to bloodborne pathogens and may be required to wear specialized personal protective equipment.

Work is generally in a very quiet location (e.g. park trail, storage or file room).

## Special Requirements

CPR & First Aid certifications upon hire.

Valid driver's license in the State of Minnesota.

Last Revised: 1/12/2021