

**CITY OF SPRING LAKE PARK
JOB DESCRIPTION**

JOB TITLE: Recreation Program Supervisor

DEPARTMENT: Parks & Recreation

REPORTS TO: Director, Parks & Recreation

DATE: June, 2013

POSITION SUMMARY:

Assist in the development and implementation of a comprehensive recreation program. Plan, organize and supervise a variety of recreation programs for youth through adult. Develop and maintain effective public relations materials.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Plan, implement and evaluate individual recreation activities including classes, outings, special events, and playground programs.
- Assist in the organization of youth and adult sports leagues.
- Research new program areas and hire instructors to conduct classes and seminars in a continuing effort to stimulate new interests in the community.
- Subject to Director's approval, interview, hire, train and supervise part-time employees including instructors, and seasonal employees.
- Visit evening classes on a regular basis to keep in touch with the instructors, participants and school personnel and to solve problems as they arise.
- Conduct verbal and/or written program evaluations and interest surveys in order to more effectively evaluate the program.
- Coordinate facility usage with ISD 16 Community Services.
- Promote public relations through use of brochures, flyers, school announcements. Local media, posters, phone contacts, written correspondence and website.
- Keep program records updates. Assist in the preparation of the quarterly and annual reports which clearly identify existing program activities, extent of participation, financial over view and current trends.
- Initiate and control supply and equipment purchases to replenish existing inventories or provide additional items necessary for programs.
- Familiarize assigned personnel to city and department policies and procedures, and clearly communicate the duties and responsibilities assigned so personnel may proceed with certainty in performance of their positions.
- Evaluate the performance of assigned personnel as the basis for counsel and guidance.
- Keep the Director informed of all important developments and results being achieved in the overall program and prepare special reports or documents as requested.
- Accept opportunities to serve in an advisory capacity to community organizations and attend various meetings when needed.
- Handle citizen complaints and concerns in a polite and professional manner.
- Provide general program information and assistance to the public in person or over the phone.
- Process registrations, keep records and perform clerical program support as needed.
- Provide support to youth sports organizations as needed.
- Keep the Director informed of any issues/concerns which may affect the management of the recreation program.
- Perform other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

- Possess effective oral and written communication skills.
- Have good leadership skills as well as organizational skills.
- Skilled in marketing, public relations and inter-agency cooperatives.
- Ability to work independently.
- Have a thorough understanding of recreation theory and philosophy.
- Must have knowledge in programming of recreation and leisure services for all ages.

MINIMUM QUALIFICATIONS:

- Bachelors Degree in Recreation, Parks & Leisure Services or equivalent field.
- Minimum 2 years of responsible experience in municipal recreation or equivalent.
- Previous supervisory experience.

DESIRED QUALIFICATIONS:

- Experience with Microsoft Word, Publisher, Outlook, Power Point and Excel.
- Experience in web-site design and on-line registration systems.