



HUMAN RESOURCES DEPARTMENT

POSITION DESCRIPTION

TITLE: Recreation Supervisor – Special Events **LAST UPDATED:** 05/12/09
DEPARTMENT: Parks and Recreation **JOB CLASS:**
REPORTS TO: Recreation Services Manager **FLSA DESIGNATION:**

Summary: Under the direction of the Recreation Services Manager, plans, creates, develops, directs, implements and evaluates events and activities for all ages and interests in the community. Supervises assigned staff of the Recreation Special Events division.

The intent of this position description is to provide a representative summary of the major duties and responsibilities performed by incumbent(s) in this position. Incumbent(s) may not be required to perform all duties in this description and incumbent(s) may be required to perform position-related tasks other than those specifically listed in this description.

Essential Job Functions:

- Provides assignments, coordination of schedules and assistance to assigned recreation special events division and volunteer staff.
- Recruits, trains, oversees, coordinates, schedules and evaluates assigned staff, contracted instructors, custodians and volunteers.
- Responds to and resolves customer complaints, questions and suggestions related to the recreation special events.
- Liaisons and/or works with Frisco Parks and Recreation Board, community organizations and volunteer associations in matters concerning current, proposed and future utilization, development, improvement and expansion of the City services and activities.
- Develops, implements, evaluates and oversees special events.
- Prepares, manages and monitors division budget.
- Counsels, disciplines, evaluates and directs staff, training and activity instructors, and volunteers.
- Promotes special events through the media, public events, meetings and training.

Other Important Duties:

- Travels to attend meetings, conferences and training.
- Will be required to work extended hours including evenings and weekends.
- Performs other related duties as assigned.
- Regular and consistent attendance for the assigned work hours is essential.

Required Knowledge and Skills:

- Knowledge of recreation programming and development techniques.
- Knowledge of supplemental funding application and administration techniques.
- Knowledge of City policies and procedures.
- Proficiency in the use of computers and related equipment, hardware and software.
- Skill in effective oral and written communications.
- Skill in planning and implementing procedures and objectives.
- Skill in effectively supervising and delegating duties to assigned staff.
- Skill in resolving customer complaints and concerns.



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Preferred Education, Experience, and Certifications:

- Bachelor's Degree in Recreation or related field, **and** minimum 2 years supervisory experience in Recreation programming, Recreation management or equivalent combination of education and experience or equivalent combination of education and experience.
- Must possess current CPR, First Aid and AED certifications.
- Must pass a pre-employment drug screen, background check and MVR check.
- Must possess valid State of Texas Drivers License.

Environmental Factors and Conditions/Physical Requirements:

- Work is performed in office, fitness center, and in outdoor environments.
- May be subject to repetitive motion such as typing, data entry and vision to monitor.
- May be subject to exposure to extreme weather conditions and hazardous driving conditions.
- May work extended hours, evenings and weekends.
- May involve extended periods of standing, walking, sitting, bending, reaching, kneeling and lifting such as setting up and cleaning up program activities, opening and closing facility, meetings, and information booths at public events, or coordinating and managing activities at special events.
- Must be able to lift up to 50 pounds.

Equipment and Tools Utilized:

- Equipment utilized includes personal computer, copier, calculator, fax machine and other standard office equipment, recreation equipment, audio/visual equipment, cash register, maintenance and cleaning equipment and department vehicles.

Approved By:

Marcy Jones, Recreation Services Manager
Marcy Jones, Recreation Services Manager

05/14/2013
Date

A handwritten signature in black ink, appearing to read "Shannon Allyn".

Shannon Allyn, HR Generalist

05/14/2013
Date