



HUMAN RESOURCES DEPARTMENT

POSITION DESCRIPTION

TITLE:	Recreation & Aquatic Program Supervisor	LAST UPDATED:	September 5, 2014
DEPARTMENT :	Parks and Recreation	JOB CLASS:	37
REPORTS TO:	Recreation Services Manager	FLSA DESIGNATION:	Exempt

Summary: Under the direction of the Recreation Services Manager, the Recreation & Aquatic Program Supervisor develops, organizes, coordinates and directs recreation and aquatic programs and activities. Supervises assigned staff of the Recreation Division and contract instructors.

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:

- Develops, implements, evaluates, modifies and oversees Recreation and Aquatic programs and services.
- Recruits, schedules, supervises and assigns work to department employees, contract instructors, seasonal workers and volunteers.
- Trains assigned staff recreation and aquatic program techniques, practices and procedures.
- Prepares schedules for recreation and aquatic classes.
- Verifies time worked by staff and instructors and submits request for payment in a timely manner
- Recruits contract instructors to teach classes, verify certifications and complete contract and background check process.
- Prepares monthly/forecast financial and program participation reports and others as assigned.
- Acts as substitute instructor for classes as needed.
- Maintains and prepares purchase orders for class supplies and equipment.
- Responds to and resolves customer complaints, questions and suggestions related to Recreation programs, activities, services and special events.
- Works with the , Frisco Parks and Recreation Board, community organizations and volunteer associations for improvement and expansion of City Recreation programs, services and activities.
- Plans, coordinates and assists with production of special events and recreational programs with the Recreation Services Manager.
- Performs all administrative and program operational duties in the daily operation and management of the recreation and aquatic programs.
- Prepares, manages and monitors the Recreation and Aquatic Programming budget.
- Assists assigned staff with administrative and program operational duties in the daily operation and management of the Recreation division.
- Counsels, disciplines, evaluates and directs assigned staff.

Other Important Duties:

- Will be required to work extended hours including evenings, weekends and Holidays..
- Researches and applies for supplemental funding from the community and other entities.
- Promotes Recreation services, programs, activities and events through the department and City of Frisco marketing staff. Travels to inspect facilities, oversee recreational programs and activities and to attend meetings, conferences and training.
- Occasionally oversees and assists assigned staff with administrative and program operational duties in the daily operation and management of the Recreation Program Division.
- Responds to emergency situations as needed
- Performs other related duties as assigned.
- Regular and consistent attendance for the assigned work hours is essential.
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Required Knowledge and Skills:

- Knowledge of recreation and aquatic programming researching, surveying and analyzing techniques.
- Knowledge of computers and related equipment, hardware and software.
- Knowledge of City policies and procedures.
- Knowledge of customer service methods.
- Ability to follow and enforce department and City policies and procedures.
- Ability to communicate clearly and concisely; both verbally and in writing. Ability to work successfully with diverse constituents.
- Skill in planning and implementing departmental and City procedures and objectives.
- Skill in effectively supervising and delegating duties to assigned staff.
- Proficiency in resolving customer complaints and concerns.
- Skill in prioritizing, tracking, and managing multiple projects, assignments and duties.

Preferred Education, Experience, and Certifications:

- Bachelor's Degree in Recreation or related field, **and** minimum 2 years supervisory experience in Recreation and/or Aquatic 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 screening, background check and post-offer physical agility exam.
- Preference maybe given to applicants that have Water Safety Instructor and Water Safety Instructor Trainer certification/s.
- Must possess valid State of Texas Drivers License.

Environmental Factors and Conditions/Physical Requirements:

- Work is performed in an 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 air and water borne pathogens, body fluids, and infectious diseases when applying CPR, First Aid or cleaning facilities/equipment.
- May be subject to exposure to extreme weather conditions and hazardous driving conditions.
- Will work extended hours, evenings, weekends, and Holidays.
- May involve extended periods of standing, walking, sitting, bending, reaching, kneeling and lifting such as setting up and cleaning up program activities, , meetings, and information booths at public events, or coordinating and managing activities at special events.
- Must be able to lift up to 40 pounds.

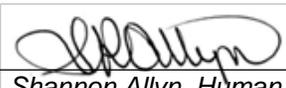
Equipment and Tools Utilized:

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

Approved By:

Signed by Marcy Jones, Recreation Services Manager
Marcy Jones, Recreation Services Manager

09/08/2014
Date



Shannon Allyn, Human Resources Generalist

09/08/2014
Date