

Title: Recreation Program Supervisor I
Department: Community Services
Division/Office: Parks & Recreation Division



Grade 2117; Hourly position; Category: Classified; Job Code: RPS1; Rev.:07/01/2021

General Description

The purpose of this position is to plan and supervise a major area of the County's recreation program.

This position works independently, under limited supervision, reporting major activities through periodic meetings.

Duties and Responsibilities

The functions listed below are those that represent the majority of the time spent working in this position. Management may assign additional functions as necessary.

- Supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals.
- Coordinates, assigns and reviews work and establishes work schedules; maintains standards; monitors status of work in progress; inspects completed work assignments; answers questions; gives advice and direction as needed.
- Plans, develops, schedules, implements and evaluates a diversified athletics or cultural program within a designated area of the County.
- Coordinates assigned program area activities with other County recreational programs.
- Meets and advises community groups on the organization of recreation programs.
- Assists in publicizing recreational activities by preparing news releases and speeches.
- Recruits, trains, and reviews the work of recreation and athletic referees and instructors.
- Investigates complaints concerning programs and personnel and recommends appropriate action.
- Obtains the use of facilities for activities.
- Supervises operation of playgrounds and associated events.
- Orders supplies for playgrounds, workshops, sports leagues and classes.
- Supervises the compilation of statistics and other reports on recreation programs.
- Supervises the preventive maintenance of equipment in assigned program area.
- Works with the private sector for co-sponsoring of special events.
- Assists with preparation of activity budget.
- Performs related work as required.

Minimum Education and Experience Requirements

Requires a Bachelor's degree in leisure science, parks and recreation, physical education or related field and recreation programming or other related experience or any equivalent combination of education and experience.

Additional Requirements:

Good knowledge of modern principles and practices of recreation activities; some knowledge of physical education practices; some knowledge of public relations techniques; ability to plan and supervise the work of others; ability to speak effectively; initiative and resourcefulness; ability to establish and maintain effective working relationship with coworkers, supervisor, officials,

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agencies, and the public; working knowledge of personal computers and pertinent applications; regular and timely attendance; performance of duties in a safe manner.

Must pass testing for substance abuse and criminal background investigation. Must maintain a positive work environment by acting and communicating in a manner that promotes harmonious relations with customers, co-workers, and supervisors. Direct deposit of pay required.

Americans with Disabilities Act Requirements:

This is light work requiring the exertion of up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects; work requires crawling, reaching, pushing, fingering, grasping, handling, and repetitive motions; voice communications is required for expression or exchanging ideals by means of spoken work levels, and to receive detailed information through oral communications and/or to make fine distinction in sound; mental acuity is required to make rational decisions through sound logic and deductive processes; physical attendance at work site is required to perform manual tasks, provide immediate service to onsite customers, and supervise or interact with work group; visual acuity is required for depth perception, color perception, preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, use of a measuring devices, determining the accuracy and thoroughness of work, observing general surroundings and activities; the worker is subject to inside environmental conditions, and atmospheric conditions.

Special Certifications and License Requirements:

- Must possess and maintain a valid state driver's license with an acceptable driving history.

Notices:

Kent County is an Equal Opportunity Employer. ADA requires the County to provide reasonable accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management. This is an employment at-will position.

Employee Acknowledgement