



CITY OF DeBARY, FLORIDA

Employee Job Description

CLASSIFICATION TITLE:	RECREATION SUPERVISOR
DEPARTMENT:	PARKS AND RECREATION
PAY GRADE:	12
PAY RANGE:	\$15.38 - \$23.07
FLSA STATUS:	NON-EXEMPT
REPORTS TO:	RECREATION MANAGER

GENERAL DESCRIPTION:

Under the direct supervision of the Recreation Manager, employee will perform a variety of tasks in the area of recreation programs, youth and adult sports, and special events in support of the Parks and Recreation Department. The employee will perform tasks which include leading, supervising and planning a variety of activities for youth and adults. This is a highly responsible position working with the general public. Due to the nature of the work, the majority of the work performed takes place during night, weekend and holiday hours supplemented with administrative office work to support the Recreation Manager and the Parks and Recreation Department.

DUTIES AND RESPONSIBILITIES:

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned

- Manages and coordinates a variety of recreation programs to include athletics, camps, classes, and special events.
- Designated as the Site Supervisor for all athletic leagues and events.
- Designated as the lead instructor for youth sports clinics for ages 3-5.
- Assists Recreation Manager in supervision of various youth and adult programs.
- Coordinates field and facility scheduling.
- Attends all coaches meetings and player drafts.
- Oversees all staff, volunteers and officials on game days.
- Prepares athletic fields for games days to include but not limited to marking, lining, and chalking athletic fields. Monitors playing fields to identify and remedy any safety concerns.
- Ensures program equipment and supplies adhere to the department's quality standards. Manage the equipment inventory and make recommendations for equipment replacement and purchases.
- Monitors the safety of children, volunteers and spectators on all game days. Maintains discipline at assigned area and confers with parents and volunteers.
- Provides excellent customer service in the delivery of programs and works towards achieving excellent customer service from support staff.
- Assists in various recreation functions, facility rentals, and special events as needed.
- Enforces City rules and regulations at program sites.



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- Assists in the program event planning and budgeting process.
- Acts as a representative of the City of DeBary Parks and Recreation Department when serving on committees and attending events within the community.
- Ability to communicate effectively, both orally and in writing.
- Perform other related duties and functions as assigned.

MINIMUM QUALIFICATION REQUIREMENTS:

Associate's degree in Parks and Recreation Administration, Business, Public Administration, or a related field from an accredited college or university and two years related experience and/or training; or equivalent combination of education and experience.

SUPERVISORY RESPONSIBILITIES:

This position regularly supervises part time employees and volunteers in conjunction with assignments listed above. This supervision does vary based on the nature of the assignment and the time of year.

SKILLS, KNOWLEDGE & ABILITIES:

- Knowledge of a variety of sports.
- Knowledge of program area supervised.
- Leadership skills for support staff, instructors, coaches and volunteers.
- Ability to manage and prioritize a variable schedule work load.
- Knowledge of sports officiating and coaching in a variety of sports.
- Knowledge of principles of recreation programming.
- Advanced skills in conflict resolution as it applies to situations that may arise involving parents and volunteers.
- Understanding of athletic field design specifications for various sports as well as the ability to identify and remedy safety concerns.
- Skills in Microsoft office products, specifically Publisher, Excel, and PowerPoint.
- Graphic design skills to create flyers, brochures, and newsletters.
- Computer skills and understanding of computer software use with application associated with programming.

CERTIFICATES, LICENSES, REGISTRATIONS:

Several certifications for incumbents from various professional associations may be helpful in the execution and management of those stated in basic duties and assignments. Possession of and ability to maintain a valid State of Florida Driver's License is required.



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ADA REQUIREMENTS:

Physical Ability: The physical demands and work environment here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls and talks or hears. The employee frequently is required to stand, walk, and reach with hands and arms. The employee is occasionally required to sit; climb or balance; and stoop, kneel, crouch, or crawl.

The employee must lift and /or move up to 25 pounds by self, lift and/or move up to 100 pounds with assistance from another person. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Environmental Factors: While performing the duties of this job, the employee regularly works in outside weather conditions and is regularly exposed to extreme cold and extreme heat. The employee is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration.