



# CITY OF DeBARY, FLORIDA

## Employee Job Description

### RECREATION SUPERVISOR

|                       |                      |                        |             |
|-----------------------|----------------------|------------------------|-------------|
| <b>Department:</b>    | <b>Position #144</b> | <b>Exempt:</b>         | <b>No</b>   |
| <b>Reports To:</b>    | Recreation Manager   | <b>Pay Grade/Wage:</b> | 12          |
| <b>Position Type:</b> | Full Time            | <b>Hours:</b>          | 40 hrs/week |

#### JOB SUMMARY:

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.

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##### DUTIES & 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 coach's 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.



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- Ensures program equipment and supplies adhere to the department's quality standards. Manage the equipment inventory and make recommendations for equipment replacement and purchases.
- Supervises part-time seasonal employees and volunteers in conjunction with assigned programs.
- 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.
- 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.

### **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.

### **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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### KNOWLEDGE, SKILLS & 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 and program registration.

### WORK ENVIRONMENT/ADA:

**Physical Demands:** Work involves sedentary to light work in an office setting. There is frequent need to sit, talk, hear, use the hands and occasionally lift moderately heavy objects (up to 25 pounds) and perform other similar actions during the course of the workday.

**Environmental Factors:** While performing in the duties of this job, the employee regularly works in outside weather conditions and is regularly exposed to extreme heat

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Employee Printed Name

\_\_\_\_\_  
Date