



CLASSIFICATION DESCRIPTION

TITLE: RECREATION SUPERVISOR – YOUTH PROGRAMS JOB CODE: 14 (Exempt)

GENERAL DESCRIPTION OF DUTIES

Under general supervision, the purpose of the position is to perform responsible professional and administrative work in planning, organizing and directing Youth Programs to meet the needs of the residents of the City of Palm Coast. Employees in this classification perform at middle management, and are responsible for ensuring a variety of safe, quality leisure opportunities are made accessible to the general public. This position also has considerable responsibility to ensure that accurate and efficient assistance is provided to the general public and business community as required. Employee works with a high degree of independence and initiative, however, confers with management on all matters prior to final decision making.

SPECIFIC DUTIES AND RESPONSIBILITIES

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Performs supervisory work in the coordination and instruction of recreation programming in a community parks and recreation center setting.
- Responsible for planning, directing and instructing specialized recreational activities including athletic, toddler, teen, summer camp, and after-school programs geared to the target population.
- Works within departmental policies and procedures, but exercises independent judgment in the application of specialized knowledge to the assigned recreation programs.
- Provides supervision to a group of instructional personnel, support staff and recreation leaders.
- Responsible for achieving desired program results and outcomes.
- Participates in short and long-range planning and ensures compliance to all federal, state, county and city rules, laws, policies, ordinances, statutes, etc. in the operation and maintenance of assigned programs and facilities.
- Plans, coordinates and supervises all aspects of special events related to the target population including planning, staffing, safety, security and clean-up. Adheres to all City

policies and procedures related to purchasing, contracts, etc.

- Issues equipment; ensures cleanliness and operability of equipment. Prepares and maintains logs and reports of daily activities; prepares forms for registration; registers participants; prepares attendance sheets; files program information.
- Performs related duties as directed.

MINIMUM TRAINING AND EXPERIENCE

Bachelor's Degree in Leisure Services, Recreation or related field; minimum experience five (5) years progressively responsible post-graduate experience in the administrative aspects of general public recreation programs and an equivalent combination of education, training, and experience.

LICENSES, CERTIFICATIONS OR REGISTRATIONS

Must possess and maintain a valid Florida Driver's License.

Professional Certification (CPRP) by the National Recreation and Park Association or the ability to obtain certification within 6 months of hire, preferred.

Must possess and maintain current CPR and First Aid Certification

Must possess and maintain current AED Certification

KNOWLEDGE, SKILLS AND ABILITIES

- Ability to clearly communicate information both verbally and in writing.
- Ability to speak to large and small groups.
- Ability to effectively supervise a staff comprised of entry and journey level staff engaged in carrying out departmental functions.
- Ability to work an extremely flexible work schedule that includes days, evenings, weekends and holidays.
- Skill in business English, e.g., correspondence formats, spelling, punctuation and grammar.
- Knowledge of principles and practices of budget development and administration, and the challenges associated with administering multiple budgets in conjunction with revenue generating enterprises.
- Ability to utilize personal computers, standard office equipment and standard software applications, e.g., word processors, database software, spreadsheet applications.
- Skill in the principles and techniques of customer relations skills; ability to deal diplomatically with individuals; ability to react quickly and calmly in emergency situations.
- Thorough knowledge of pertinent federal, state and local rules, regulations, ordinances, and other regulatory standards applicable to the work.
- Ability to read, update and maintain various records and files.

- Ability to understand and follow pre-established department and City policies and procedures.
- Ability to access, operate and maintain various software applications.
- Thorough knowledge of the principles and practices of recreational and leisure services programming development, administration and delivery.
- Ability to analytically observe, and objectively and clearly report routine and non-routine, emergency and non-emergency activities.
- Ability to establish and maintain effective working relationships with departmental staff, supervisors and the general public.
- Possess excellent time management skills.

PHYSICAL REQUIREMENTS

- While performing the essential functions of this job the employee is regularly required to stand, walk, use hands to finger, handle, or feel, reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl, and lift and/or move up to 50 pounds.
- While performing the essential functions of this position the employee is rarely exposed to disagreeable environmental factors.

The City of Palm Coast, Florida is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, The City of Palm Coast, Florida will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.