



CLASSIFICATION DESCRIPTION

TITLE: RECREATION SUPERVISOR

JOB CODE: 14 (Exempt)

GENERAL DESCRIPTION OF DUTIES

Under management direction, the purpose of the position is to perform responsible administrative and professional work in the planning, organization and management of assigned recreation activities, services, facilities and special events. 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 in recommending and overseeing the upkeep, upgrade, construction and/or renovation of assigned facilities, as needed. 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.

- Plan, schedule, organize, coordinate, market and direct the planning, development and implementation of all tasks required for the safe operation and management of assigned programs and facilities. .
- Plan, schedule, organize, coordinate, market and direct the planning, development and implementation of assigned programs, special events, and program or facility-specific training (i.e., aquatic training).
- Develop, implement and enforce all City of Palm Coast Policies and Procedures to include but not be limited to: Palm Coast Parks and Recreation and Frieda Zamba Swimming Pool Policies and Procedures.
- Ensure compliance to all federal, state, county and city rules, laws, policies, ordinances, statutes etc. in the operation and maintenance of assigned programs and facilities.
- Maintain fiscal responsibility of assigned program and facilities by enforcing accounting standards with regard to the collection and deposit of revenues.

- Provide fiscal oversight of assigned program and facilities through the preparation of budget requests (including appropriate justification and documentation), future planning and management of capital improvement projects.
- Hire, train, supervise, schedule and evaluate qualified staff associated with the successful operation of assigned program and facilities.
- Plan, implement and oversee facility appropriate Life-Safety In-service Training Program(s) ensuring staff meets or exceeds current life safety standards.
- Build and maintain relationships with community organizations such as swim teams, local agencies, schools and other organizations to promote and improve facility or target population-specific recreational activities.
- Develop a year-round schedule of recreational programming including aquatic programs, instructional programs, events etc.
- In coordination with the Public Works Department, ensure proper maintenance of assigned facility.
- If assigned facility is the Frieda Zamba Pool, monitor pool chemical balance daily, adjusting levels as required and completing forms and documentation as required by federal, state, county or city rules, laws, policies, ordinances, statutes, etc.
- Research the expansion of revenue potential through various innovative resources including grants, sponsorships and partnerships.
- Perform regular safety inspections of the assigned facility, building, grounds and equipment to reduce hazards and to provide maximum safety to patrons.
- Perform or assign proper daily maintenance of facility and equipment, completing related tasks as required.
- Maintain appropriate records for programs, revenues and participant count.
- Analyze statistical data for current aquatics programs and operational trends.
- Provide leadership and mentoring for staff and participants.
- Respond to and provide problem solving for citizen comments and concerns with assistance of staff in a timely manner.
- Research and order equipment and chemicals for assigned facility and initiate the purchase of same in accordance with established City purchasing policies and procedures.
- Solicit and oversee work of volunteers.

- Survey patrons and evaluate programs to determine public needs and how to increase program efficiency and effectiveness; receives patron complaints and suggestions and responds appropriately.
- Develop and ensure effective and efficient staffing rotation; ensure safety protocols are implemented and adhered to and ensure safety certifications are current.

MINIMUM TRAINING AND EXPERIENCE

Bachelor's Degree in Leisure Services, Recreation, Public Administration, Health and Physical Education or related field; supplemented by five (5) years progressively responsible experience in the administration and operation of community recreational programs and facilities; or an equivalent combination of education, training and experience; ability to obtain Professional Certification (CPRP) by the National Recreation and Park Association within six (6) months of hire, preferred.

LICENSES, CERTIFICATIONS OR REGISTRATIONS

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

Must possess and maintain current American Red Cross Lifeguard Instructor Certification (if applicable)

Must possess and maintain current American Red Cross Water Safety Instructor Certification (if applicable)

Must possess and maintain current CPR and First Aid for the Professional Rescuer Certification (if applicable)

Must possess and maintain current CPO or AFO Certification (if applicable)

Must possess and maintain current AED Certification (if applicable)

KNOWLEDGE, SKILLS AND ABILITIES

- Ability to effectively supervise a staff comprised of entry and journey level personnel engaged in carrying out public events functions.
- Considerable knowledge of the principles and practices of recreational and leisure services programming development, administration and delivery.
- Considerable knowledge of pertinent federal, state and local rules, regulations, ordinances, and other regulatory standards applicable to the work.
- Considerable knowledge of the objectives and ideals of public recreation, with thorough understanding of activities applicable to a demographically and culturally diverse community.
- Knowledge of principles and practices of budget development and administration, and the challenges associated with administering multiple budgets in conjunction with revenue generating enterprises.
- 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.

- Ability to analytically observe, and objectively and clearly report routine and non-routine, emergency and non-emergency activities.
- Knowledge of current principles and practices of child safety and instruction work.
- Ability to clearly communicate information both verbally and in writing.
- Ability to operate basic office equipment.
- Ability to access, operate and maintain various software applications.
- Ability to operate various program equipment and machinery, e.g., karaoke machine, DVD player, screen projector, audio equipment and microphones.
- Ability to establish and maintain effective working relationships with departmental staff, supervisors and the general public.

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 25 pounds.
- While performing the essential functions of this position there is potential for exposure to fumes or airborne particles, toxic or caustic substances, outside weather conditions, excessive noise, and dampness/humidity.

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.