CITY OF WORTHINGTON
POSITION DESCRIPTION

POSITION TITLE: RECREATION SUPERINTENDENT		**CLASS:** 111
Department:	Parks and Recreation	
Date:	July 2, 2012	Title Revised:
Reports To:	Parks and Recreation Director	Updated: 2012

General Statement of Duties:

Under the direction of the Director of Parks & Recreation, the Recreation Superintendent is responsible for the operation of all recreation activities and programs for the City of Worthington.. This responsibility covers the planning, promoting, organizing and directing of a wide variety of recreation activities wherever a recreation program is offered. Acts as Parks and Recreation Director in the Director's absence.

Essential Functions of the Position:

Assists the Director with the overall management and supervision of the Community Center;

Lead, direct and manage full and part-time instructors and staff teams for programs, customer service and creative development;

Responsible for all recreation programs sponsored by the Department of Parks & Recreation;

Work with community groups on matters of recreation interests and needs, resolving participant, staff and building issues;

Supervise the issuance and use of equipment and supplies for the Department;

Supervise and instruct subordinate leaders in proper performance of assigned duties;

Schedule and coordinate all programs within the department, schedule and conduct staff meetings;

Carry out the policies of the Recreation division and interpret the same to the staff;

Maintain records and prepare reports for the department to describe the activities performed by each program;

Perform related tasks as required and/or requested by the Administration;

Oversee Pool operations;

Act as Parks and Recreation Director in the Director's absence.

Knowledge, Skills and Abilities:

Thorough knowledge of the principles, techniques and responsibilities of planning, promoting and organizing social group activities;

Knowledge of community recreation centers;

Ability to instruct others in recreation activities;

Ability to schedule and coordinate recreation activities;

Ability to adapt programs to particular needs of group, program or skill level;

Ability to work with and direct staff and the public in general;

Knowledge of municipal budget processes and requirements;

Ability to keep accurate records and prepare all needed reports on a timely basis.

Minimum Requirements of the Position:

Possession of a four-year college degree with a major in recreation or related field and three years experience in the field of recreation including one year as a center leader and two years as an assistant center supervisor or program supervisor. Valid Ohio Driver's License. Must obtain an Ohio Commercial Driver's License, to operate department vans and the City's 25-passenger buses within six months of hire.

The characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This job description does not list all of the duties or functions of the job. The individual in this position may be asked by supervisors to perform other duties. The City has the right to revise this job description at any time.

Adopted by Resolution No. 22-2012; Effective July 2, 2012