CITY OF WORTHINGTON
POSITION DESCRIPTION

POSITION TITLE:	**RECREATION SUPERVISOR – GENERAL**	**CLASS: 113**
Department:	Parks & Recreation	Title Originated:
Date:	July 2, 2012	Title Revised: 2012
Reports To:	Recreation Superintendent	

General Statement of Duties:

Under the direction of the Recreation Superintendent, the Recreation Supervisor–General is responsible for the planning, organizing, promoting and evaluating recreation programs and related work as required. This is a supervisory position, which includes administrative work necessary to provide quality programs. Work is performed independently with general guidance from the Recreation Superintendent.

Essential Functions of the Position:

Plans, conducts and instructs specific recreation programs and special events as scheduled and needed;

Interviews, trains, schedules, supervises and evaluates all program staff;

Maintains equipment and facilities used in recreation programs;

Orders and maintains program supplies and inventory;

Prepares promotional articles, news releases, brochures, newsletters and reports on an as need basis and in a timely manner;

Prepares specific programs budgets and maintains such through the course of the program;

Responsible for the set-up and tear-down of recreation equipment for various programs;

Operates various pieces of office equipment and files.

Serves as Building Supervisor on Duty at the Community Center, as scheduled.

Knowledge, Skills and Abilities:

Specialized skills, training or certification as required to provide instruction in activities or areas which are activity specific and are found to be more difficult to staff;

Ability to instruct in a specific recreational interest area or areas including but not limited to recreation program activities, sports and games, outdoor activities, music, fine arts and physical fitness;

Ability to supervise part-time and contractual staff;

Ability to maintain effective relationships with staff and the public to promote and maintain high morale and levels of enthusiasm;

Ability to express oneself and communicate to the public and co-workers clearly and accurately;

Ability to work flexible hours including weekends and evenings as necessary;

Ability to lift and carry heavy objects as required.

Minimum Requirements of the Position:

This individual must be a graduate from a college or university with a major in physical education, recreation, sports management or closely related field, or possess the demonstrated ability and experience in leading specific recreation activities.

Possess a valid Ohio Drivers License and attain an Ohio Commercial Driver's License within six months of the date of employment to operate vans and busses of the department when and if necessary. Possess a current certification in CPR and First Aid.

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