CITY OF WORTHINGTON
POSITION DESCRIPTION

POSITION TITLE:	**RECREATION SUPERVISOR – SENIOR**	**CLASS: 234**
Department:	Parks & Recreation	Title Originated: 7/2012
Date:	July 2, 2012	Title Revised:
Reports To:	Senior Center Manager	Updated:

General Statement of Duties:

Under direction of the Senior Center Manager, the Recreation Supervisor–Senior is responsible for the planning, organizing, directing, promoting, conducting and evaluating senior recreation programs and related work as required. This supervisory position includes administrative work necessary to provide quality programs. Work is performed independently with general guidance.

Essential Functions of the Position:

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

Maintains the equipment and facilities used in recreation programs;

Orders and maintains program supplies and inventory;

Prepares promotional articles, news releases, brochures, newsletters and reports;

Develops and maintains program budgets;

Sets-up and tears-down recreation equipment and sound equipment for various programs;

Performs routine office functions and operates various office equipment.

Knowledge, Skills, and Abilities:

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

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

Ability to maintain effective relationships with staff and the public to promote and maintain high morale and level 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 and as scheduled;

Ability to lift and carry heavy objects as required.

Minimum Requirements of the Position:

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

Possess a valid Ohio Driver's License and the ability to attain an Ohio Commercial Driver's License within six months of the date of employment to operate department vans and buses as needed. 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