CITY OF WORTHINGTON
POSITION DESCRIPTION

POSITION TITLE:	**RECREATION SUPERVISOR – PRE-SCHOOL**	**CLASS: 233**
Department:	Parks & Recreation	Title Originated: 2001
Date:	July 2, 2012	Title Revised: 2012
Reports To:	Recreation Superintendent	Updated:

General Statement of Duties:

Under the direction of the Recreation Superintendent, the Recreation Supervisor Pre-School is responsible for planning, organizing, promoting, conducting 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 the general guidance provided by the Recreation Superintendent.

Essential Functions of the Position:

Plans, conducts and instructs specific recreation programs and special events as needed by the staff and community;

Interviews, trains, schedules, supervises and evaluates part-time program and contractual staff;

Maintains the necessary equipment and facilities used in the recreation programs;

Orders and maintains the necessary program supplies and inventory to provide the needed equipment for the programs;

Prepares promotional articles, news releases, brochures, newsletters and reports on the planned programs;

Prepares specific program budgets and maintains budgets throughout programs;

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

Operates various pieces of office equipment and maintains needed files.

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

Knowledge, Skills and Abilities:

Specialized skills, training or certification relative to the preschool age child and their families - this category requires instruction in activities or areas that are activity-specific and more difficult to staff;

Ability to instruct in specific recreational interest areas including but are not limited to recreation program activities, sports and games, outdoor activities and music tailoring to preschool age and skill level, as well as leading preschool/family arts;

Ability to supervise part-time and contractual staff;

Ability to maintain effective relationships with staff and 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 scheduled;

Ability to lift and carry heavy object as required by the job/program.

Minimum Requirements of the Position:

This individual must be a graduate from an accredited college or university with a major in education, recreation, early childhood education or closely related field or demonstrated ability and experience in leading specific recreation activities.

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

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