



APPLICATIONS ACCEPTED THROUGH 5:00 P.M. MONDAY, MARCH 5, 2018

Starting Salary Range: \$39,230 – 41,539 w/benefits

SPORTS & AQUATICS SUPERVISOR

JOB SUMMARY

Under the general supervision of the Park and Recreation Manager, coordinates adult sports programs, aquatics programs, and activities at recreation facilities as well as maintaining sports complexes as required.

RESPONSIBILITIES AND DUTIES

1. Organizes, develops, directs and/or coordinates athletic programs, aquatics programs and other recreational activities.
2. Maintains various records including income, expense and statistical records for athletic programs, aquatic programs and recreational activities on computer.
3. Prepares correspondence and reports on computer as directed by the Parks and Recreation Manager or as needed.
4. Interviews and selects new personnel with the approval of the Parks and Recreation Manager. Provides orientation and coordination of on-the-job training for new employees. Responsible for directing and supervising employees assigned to the recreation staff.
5. Recruits, trains and coordinates community volunteers.
6. Maintains inventory list of recreational activity equipment and supplies and purchases on computer as necessary.
7. Prepares and releases publicity for activities with the approval of the Parks and Recreation Manager.
8. Evaluates reports and recommends necessary action to the Parks and Recreation Manager.
9. Develops and maintains good relationships with community groups.
10. Responsible for establishing and maintaining good safety practices and procedures.
11. Performs minor maintenance and upkeep at Recreation facilities as needed.
12. Performs other duties as required.

JOB REQUIREMENTS

1. Knowledge of the operation of recreation activities, equipment and supplies.
2. Knowledge of city ordinances, policies and procedures pertaining to recreational activities.
3. Knowledge of principles of supervision and public relations.
4. Knowledge of correct safety policies, practices and procedures.
5. Knowledge of four basic arithmetic functions, including decimal fractions.
6. Skill in effective oral and written communication.
7. Skill in planning, organizing and directing the work of others.
8. Skill in the use of a personal computer and two-way radio.
9. Ability to research and prepare accurate and informative reports.

10. Ability to establish and maintain effective working relationships with others.
11. Ability to make decisions using good judgment and assume responsibility for their impact.
12. Ability to use initiative and work independently.
13. Ability to obtain required certification and/or training.
14. Must possess valid Oklahoma driver's license and be insurable.

OTHER SIGNIFICANT FACTS

DIFFICULTY OF WORK

The nature of the work involves development and coordination of diversified recreational activities. Worker must be able to coordinate a variety of activities and possess good organizational skills.

INTERPERSONAL RELATIONS

Employee comes in daily contact with other employees, various community agencies and organizations and the general public. Worker may occasionally come in contact with irate citizens. Social skills are very important in this position.

WORKING CONDITIONS

Working conditions are generally comfortable although the employee is subject to working outdoors with some activities. Evening, weekend and holiday work is required.

PHYSICAL EFFORT

Moderate physical activity is required.

- a. Must be able to lift, move and load 50 pounds.
- b. Must be able to operate a standard transmission tractor and use attachments.
- c. Must be able to use hand tools.
- d. Must be able to set up and take down tables unassisted.
- e. Must be able to move and stack chairs unassisted.
- f. Must be able to access storage with stairway.
- g. Must be able to operate a city vehicle including standard transmissions.
- h. Ability to operate a two-way radio in a clear, concise manner.

SUPERVISION

Employee directly supervises seasonal employees. Employee works independent of close supervision but is subject to review and direction by the Park & Recreation Manager and formal review by the Community Services Director.

EDUCATION AND EXPERIENCE

High school graduate or equivalent is required. Degree and experience in operation of recreation facilities and programs required. Must possess or obtain a Public Bathing Place Operator certification within first 6 months of employment and have experience in managing the operation of an Aquatic Facility.

Non-Exempt

August 2015