



40 HOURS/WEEK
\$40-48,000 BASE SALARY

RECREATION SUPERVISOR

RECREATION EVENTS & PROGRAMS
ADMINISTRATION/SUPPORT
AQUATICS

CLASSIFICATION ELEMENTS

The Recreation & Special Events Supervisor will plan, develop, organize, lead and instruct comprehensive youth and adult activities, clinics, camps, park scheduling, and work in conjunction with the Recreation Director and civic groups to produce special events within the community. This position will also oversee a comprehensive aquatics program and will assist the front desk staff of City Hall. The ability to creatively resolve complex issues successfully, effectively communicate, and engender positive interaction with Council, staff, and public is critical to this position. This position is overtime-exempt. The duties listed here are intended for illustration. The omission of any assignment does not exclude it from the position.

SUPERVISION RECEIVED

- The Recreation Supervisor works under the direct supervision of the Recreation Director.

SUPERVISION EXERCISED

- This position supervises other staff: including temporary/seasonal aquatic staff, part-time sports officials, gym supervisors, coaches, contracted instructors, day camp administrators, day camp leaders, and volunteers.

RECREATION SUPERVISOR ASSIGNMENTS INCLUDE BY ARE NOT LIMITED TO:

- Develop, organize and implement youth and adult recreational programs; monitor and evaluate programs, conduct coaches meetings, hire and train sports officials and part-time supervisors.
- Develop, organize and implement a comprehensive aquatic program including evaluation of the program as a whole and suggest changes for improvement to the Parks and Recreation Director.
- In conjunction with the Director, coordinate the use of all City fields and park space in an effort to support outside agencies that provide services to the Ephrata community.
- Manage and supervise assigned operations to achieve goals within available resources; plan and organize workloads and staff assignments; train, supervise, motivate, and evaluate assigned staff; review progress and direct changes as needed.
- Develop and implement policies, procedures and standards for efficient and effective operation and maintenance of department operations.
- Communicate departmental plans, policies and procedures to other City staff, other City departments, outside organizations such as the Ephrata School District, and various community-based organizations.
- Assure that assigned areas of responsibility are performed within budget; perform cost control activities; monitor revenues and expenditures in assigned area to assure sound fiscal control; assure effective and efficient use of budgeted funds, personnel, materials, facilities, and time.
- Review program effectiveness, implement changes or new programs to meet recreational needs of the community.
- Promote interest in parks and recreation programs through publicity, web page, program brochures, and public contacts; speak before citizens groups, students and other organizations.
- Create the quarterly Recreation Brochure using Adobe tools.
- Assume the duties of the Parks and Recreation Director in their absence.
- Assist City Administrator and other City office staff as needed.
- Perform other duties as assigned.



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OTHER ABILITIES

- Research techniques and procedures.
- Office practices, procedures, and equipment, particularly skilled in the use of Microsoft word processing and spreadsheet programs, maintain records and prepare reports.
- Principles and practices of modern parks and recreation programs.
- Equipment and facilities required in a comprehensive park and recreation program.
- Community recreation needs and resources.
- Proper food handling procedures per Washington State guidelines/statute and industry standards.
- Interact with the public in an effective, customer friendly manner and establish and maintain effective working relationships with City staff and other organizations.
- Foster collaborative group process and efficiently use resources.
- Work independently and make appropriate decisions regarding work methods and priorities.
- Demonstrate a strong sense of personal ethics along with a high degree of professional judgment and discretion and maintain confidentiality.
- Research and analyze complex problems and develop, recommend, and implement sound solutions.
- Communicate effectively, both orally and in writing.
- Train, supervise and evaluate staff.
- Ability to acquire and maintain necessary certifications, including Aquatics Facility Operator license.

WORK ENVIRONMENT/PHYSICAL DEMANDS

- Ability to sit at a workstation for extended periods.
- Ability to stand, walk, and drive as needed throughout day.
- Occasional ability to lift, carry, and put away parcels weighing up to 50 pounds each.
- Ability to monitor several audible communications devices, such as telephone, fax, and radio, etc. throughout day.
- Ability to handle confiscated drugs and other criminal evidence.
- Ability to sit or stand for long periods, as necessary.
- Physical stamina to sustain long work days, including early morning and evening meetings, as necessary.
- Physical ability to have access to any and all City facilities sufficient to monitor programs and operations.
- Ability to communicate effectively and professionally with diverse audiences, including the public, the Council, and City personnel at all levels.
- Ability to resolve conflicts and maintain harmonious working relationships throughout the organization and with other agencies and departments.
- Ability to read and write a variety of documents.
- Ability to gather and sort relevant information from various sources and records successfully.
- This position may be required to obtain special certifications.
- This position may work difficult and extended hours.

MINIMUM QUALIFICATIONS

- Bachelors Degree in Recreation-related field, strongly preferred
- Aquatics background strongly preferred
- Washington State Drivers License
- Previous experience in local government preferred
- Ability to pass background check; pre-employment and on-going drug screening.