

# CITY OF REYNOLDSBURG

An Equal Opportunity Employer  
POSITION DESCRIPTION

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|                                                                                                                                      |                                                    |
|--------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------|
| <b>DEPT./OFFICE:</b> PARKS & RECREATION                                                                                              | <b>WORKING TITLE:</b> RECREATION                   |
| <b>CLASS TITLE:</b> RECREATION SUPERVISOR                                                                                            | SUPERVISOR                                         |
|                                                                                                                                      | <b>EMPLOYEE NUMBER:</b> 0530                       |
| <b>Status:</b> Classified <input checked="" type="checkbox"/> Unclassified <input type="checkbox"/>                                  | <b>Citation Code:</b> 160.02                       |
| <b>Full-Time</b> <input checked="" type="checkbox"/> <b>Part-Time</b> <input type="checkbox"/> <b>Other</b> <input type="checkbox"/> | <b>Reports To:</b> Parks & Recreation Director     |
| <b>OT Status Per Ord.:</b> Non-exempt                                                                                                | <b>Normal Working Hours:</b> 8:00 a.m. – 5:00 p.m. |

## ESSENTIAL FUNCTIONS OF THE POSITION: (For purposes of 42 USC 12101)

- 60% (1) Assesses needs/interests of program participants; develops detailed plans for operation and staffing of various program areas (e.g., travel, physical fitness, team sports); sets schedules; arranges for use of facilities; evaluates programs after completion; secures equipment/supplies; monitors inventory of all supplies used; determines policies and registration fees.
- 25% (2) Supervises and coordinates work of assigned personnel (e.g., assigns/evaluates work activities of paid and volunteer staff); recruits, trains, instructs volunteers, instructors, coaches, officials; conducts training programs on safety practices/procedures; keeps the Director informed so that there are no surprises.
- 15% (3) Publicizes programs/activities available to the general public (e.g., writes articles for general release, develops press releases, responsible for development of City brochure); develops/maintains partnerships with corporations and other entities for funding, organizational purposes, and coordinating programs; answers questions and attempts to resolve complaints from the general public.
- (4) Remains informed of current developments and procedures pertinent to duties; participates in staff development activities and services review procedures; attends staff meetings and supervisory conferences.
- (5) Maintains required licenses and/or certificates.
- (6) Meets all job safety requirements and all applicable OSHA safety standards that pertain to essential functions.
- (7) Demonstrates regular and predictable attendance.

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**Working Title:** Recreation Supervisor

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**OTHER DUTIES AND RESPONSIBILITIES:**

(8) Performs other related duties as assigned.

**MINIMUM ACCEPTABLE CHARACTERISTICS:** (\*Indicates developed after employment)

**Knowledge of:** interviewing; education techniques; safety practices and procedures; variety of sports rules and regulations; department goals and objectives;\* department policies and procedures; Occupational Safety and Health Administration rules and regulations; public relations; media relations; community resources and services; office practices and procedures; English grammar and spelling; records management; supervisory principles and practices; manpower planning; variety of sports and recreation equipment; project management.

**Skill in:** word processing; use of modern office equipment; motor vehicle operation; use or operation of sports and recreation equipment.

**Ability to:** deal with problems involving several variables within familiar context; apply management principles to solve agency problems; define problems, collect data, establish facts, and draw valid conclusions; understand, interpret, and apply laws, rules, or regulations to specific situations; select most qualified applicant according to specifications for referral; determine material and equipment needs; calculate fractions, decimals, and percentages; prepare routine correspondence; compile and prepare reports; write and/or edit documents for publication; write instructions and specifications; respond to routine inquiries from public and/or officials; conduct effective interviews; communicate effectively; train or instruct others; recognize safety warnings; understand a variety of written and/or verbal communications; gather, collate, and classify information; maintain records according to established procedures; cooperate with co-workers on group projects; answer routine telephone inquiries; handle sensitive inquiries from and contacts with officials and general public; develop and maintain effective working relationships; resolve complaints; lift sports and recreational equipment; travel to and gain access to work site; operate sports and recreation equipment.

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**QUALIFICATIONS:** (An example of acceptable qualifications)

Bachelor degree in parks and recreation administration, natural resources administration, recreation education, physical education, or equivalent; twelve (12) months' experience in parks and recreation; or equivalent combination of training or experience; Certified Parks and Recreation Professional preferred.

**LICENSURE OR CERTIFICATION REQUIREMENTS:**

Must possess and maintain valid Ohio driver's license; must become certified by the National Youth Sports Coaches Association to be trainer of youth sports league coaches within six (6) months of employment; Certified Parks and Recreation Professional preferred.

**INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS:**  
(FOR PURPOSES OF O.R.C. 4167)

1. Works in or around crowds.
2. Has contact with potentially violent or emotionally distraught persons.
3. Has exposure to potentially vicious animals.
4. Has exposure to hot, cold, wet, humid, or windy weather conditions.

**PHYSICAL DEMANDS:**

Medium: lift, push, pull 20 to 50 pounds occasionally; 10 to 25 pounds frequently.

**CLASS TITLES OF POSITIONS DIRECTLY SUPERVISED:**

Program Leaders/Instructors  
Seasonal Activity Employees  
Interns

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This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. My (employee) signature below signifies that I have reviewed and understand the contents of my position description.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Appointing Authority

\_\_\_\_\_  
Date

\_\_\_\_\_  
Human Resources Director

\_\_\_\_\_  
Date

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Effective Date : 01/01/03  
Date Revised:

Developed by:  
Clemans, Nelson & Associates, Inc.  
Dublin, Ohio 43017

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pdreyprecsupr