

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. As every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may reasonably be considered incidental in the performing of their duties as though they were included in this job description.

RECREATION SUPERVISOR I

Department: Public Services
Division: Recreation
Pay: GRADE 145: \$60,995.61 - \$88, 443.63 Annual Salary (\$29.32 - \$42.52 Hourly)
Status: Non-Exempt, Full-Time, 40 Hours Weekly, Eligible for Benefits

GENERAL PURPOSE

This position supervises, assigns, and reviews the work of staff responsible for providing recreation services, including athletic programs or programs at the recreation center. Run and oversee recreation programs. Recruit coaches and organize competitive sport teams. Receives direction from the Recreation Manager. Exercises direct supervision over professional, technical, and clerical staff.

ESSENTIAL JOB FUNCTIONS

- Plan, prioritize, assign, supervise, and review the work of staff responsible for providing programs at the community recreation center or community sports programs within the Recreation Division.
- Recruit coaches and organize competitive sports
- Initiate, direct, coordinate, and supervise a variety of recreational programs and activities as assigned including swimming, sports, weights, dance, job training, tutoring, fitness, art, enrichment, and other related programs within the Recreation Division.
- Recommend and assist in the implementation of goals and objectives.
- Implement approved policies and procedures.
- Establish schedules and methods for providing recreation programs at the community center or athletic programs in the community.
- Identify resource needs and review needs with appropriate management staff to allocate resources accordingly.
- Participate in the selection of recreation center or athletic program staff.
- Provide or coordinate staff training and work with employees to correct deficiencies.
- Participate in the preparation and administration of the recreation division budget.
- Hire staff to score and officiate recreational programs.
- Recruit volunteer coaches.
- Purchase equipment for recreational programs.
- Submit budget recommendations and monitor expenditures.
- Prepare analytical and statistical reports on operations and activities.
- Coordinate various recreation or athletic programs.
- Develop event schedules and supply appropriate staff levels.
- Attend scheduled events and assess program fulfillment of community needs.
- Develop and conduct recreational classes and workshops including arts and crafts and sporting techniques.
- Design and develop activity manuals for recreational classes and events.

- Advise, instruct, and assist individuals and groups on social and recreational programs in the assigned recreational area.
- Work with neighborhood community groups on matters of civic and recreation interest.
- Monitor and inspect recreation facilities, schedule building maintenance as needed and secure facilities.
- Schedule usage of recreational facilities for activities including instructional lessons, special events and outside organizations' use.
- Provide information and assistance to users of facilities.
- Supervise the issuance and maintenance of recreation supplies and equipment.
- Maintain records and prepare evaluation reports on new or ongoing programs.
- Document the number of registrations and fees collected.
- Maintain and file accident reports.
- Prepare statistical reports as required.
- Attend and participate in professional group meetings in order to stay abreast of new trends and innovations in the field of recreation.
- Coordinate marketing procedures and publicity of program events with those of other divisions and outside agencies and organizations.
- Prepare and present brochures, newsletters, press releases and related public relations material as required.
- May transport community members interested in participating in special field trips or community events.
- Oversee procurement of equipment and supplies as required for assigned program.
- Coordinate with management and other public and private agencies in procuring material and equipment for program use.
- Participate in safety and risk management activities; take action to reduce liability to the city.
- Attendance and punctuality are essential functions of this position. Employee is required to work as a team and frequently meet with co-workers and supervisors; employee is required to communicate in-person with the public during office hours; and employee is required to use on-site equipment.
- Perform other related duties as required/assigned.

EDUCATION AND EXPERIENCE REQUIREMENTS

- At least five years of experience in municipal recreation program development and implementation.
- Equivalent to an Associate's Degree in Recreation Administration, Public or Business Administration, or a related field.
- Education will not substitute for municipal recreation programming experience.
- Any combination of experience and education that would likely provide the required knowledge and abilities may be qualifying.

SPECIAL REQUIREMENTS

- Possession of, or ability to, obtain a valid Utah Driver's License.
- Employee will be required to complete NIMS IS100, IS200, IS700, and IS800 within one year of hire.

Failure to obtain/maintain license and certificate as outlined above may result in termination from the position.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of the operations, services, and activities of recreation center or athletic program development.
- Knowledge of the principles of supervision, training, and performance evaluation.
- Knowledge of modern and complex principles and practices of recreation program development and administration.
- Knowledge of the principles of budget preparation and control.
- Knowledge of recent developments, current literature and sources of information related to recreation services planning and administration.
- Knowledge of procurement practices related to equipment and supplies.

- Knowledge of marketing theories, principles, and practices and their application to a wide variety of leisure services.
- Knowledge of modern office equipment including computers.
- Knowledge of pertinent federal, state, and local laws, codes, and regulations.
- Skill in supervising, organizing, and reviewing the work of professional, technical, and clerical personnel.
- Skill in interpreting and explaining the assigned recreation program policies and procedures.
- Skill in preparing clear and concise reports.
- Skill in operating and using modern office equipment including a computer.
- Skill in researching, analyzing, and evaluating new service delivery methods, procedures, and techniques.
- Skill in recommending and implementing goals, objectives, and practices for providing effective and efficient recreation programs.
- Skill in eliciting community and organizational support for recreation programs.
- Skill in presenting material to the public.
- Skill in communicating clearly and concisely, both orally and in writing.
- Ability to maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include walking, standing, or sitting for extended periods of time.
- Ability to maintain effective audio-visual discrimination and perception needed for: making observations; communicating with others; reading and writing, and operating assigned equipment as required by the position.
- Ability to establish and maintain effective working relationships with those contacted in the course of work.
- Ability to maintain mental capacity which allows for effective interaction and communication with others.
- Ability to comply with all city policies and regulations, including safety and risk management standards.

WORKING CONDITIONS & PHYSICAL REQUIREMENTS

- Work environment is primarily inside, where the noise and temperature levels are moderate.
- Will be required to work nights and weekends.
- The work is light work which requires exerting up to 50 pounds of force occasionally and/or up to 10 pounds of force frequently or constantly to lift, carry, push, pull, or otherwise move objects.
- Additionally, the following physical abilities are required: standing, walking, sitting, using hands and fingers to handle or feel, reaching with hands and arms, stooping, kneeling, crouching, talking, and hearing.

CRIMINAL HISTORY BACKGROUND CHECK

Successful applicants must pass background check.

MOTOR VEHICLE REPORT

The driving record of a successful applicant will be obtained by the HR office.

EDUCATION REQUIREMENT

Successful applicants must submit a copy of the above education requirements when requested.

VETERAN'S PREFERENCE POINTS

Applicants MUST submit a copy of their DD-214 to the Human Resource office during the interview process. This is for initial appointments only.

SALARY - GRADE 145: \$60,995.61 - \$88, 443.63 Annual Salary (\$29.32 - \$42.52 Hourly)

Rate dependent on qualifications. Typically hire at minimum.

APPLICATION PROCEDURE

On-line applications will be accepted at www.ogdencity.com until **Tuesday, November 5, 2024**. If you do not have access to a computer, you may come to the Ogden City Human Resources office located at 2549 Washington Blvd., Suite 220, Ogden, UT 84401 between the hours of 8:00 a.m. to 5:00 p.m. Monday through Friday. All applications/resumes will be evaluated and ranked based on relevant education and experience as stated therein. Highest ranking applicants may be invited for a personal interview.

WE ARE A DRUG FREE WORKPLACE - AA/EOE/ADAAA – OCTOBER 22, 2024