



**JOB ANNOUNCEMENT**  
**Open to City Employees and the General Public**

Date Opened: January 8, 2025  
Closing Date: Open Until Filled

## **RECREATION SUPERVISOR**

Department: Clinton City Recreation  
Reports to: Recreation Director

Salary Range: Salary Range is \$25.82-\$37.61 / hour  
Supervises: Part-time employees

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### **GENERAL PURPOSE**

Develop, establish, plan, organize, implement, promote, schedule, operate, manage and evaluate recreation and educational programs, activities and events for the community. Assist in setting and maintaining goals, objectives, policies and priorities. Perform a variety of general administrative, technical and first-line supervisory duties as needed to coordinate programs and events. Assist in recruiting, interviewing, selecting, training, supervising, assigning, evaluating, counseling and disciplining employees responsible for providing recreation services to the public. Establish a schedule for the use of recreational fields and facilities. Ensure programs have the resources needed to run efficiently.

### **DUTIES AND RESPONSIBILITIES**

- Promote and follow the City and Recreation Departments mission statement, values and expectations.
- Recommend and assist in the implementation of goals and objectives.
- Establish, plan, coordinate, implement and manage programs and events designed to meet the recreational needs of various groups or categories of participants.
- Monitor and supervise the operation and activities of such programs and activities as: adult and youth sports such as: basketball, softball, kickball, football, baseball and soccer; summer programs; events and other programs as assigned, to assure quality. Determine necessary components such as: instructors, facilities, fees, volunteer coaches, game officials, uniforms and equipment, etc. May officiate or score keep games or assist in coaching. Maintain statistics for leagues and tournaments. Conduct team drafts. Establish team rosters and schedule games, tournaments and other activities. Prepare and distribute program schedules, dates and times; plan and coordinate tournament games; secure prizes and sponsors as necessary; assure maintenance and good condition of all equipment and inventory used. Prepare and maintain ball field integrity by raking, tamping, chalking and painting lines.
- Assist with hiring, training, supervising, scheduling and evaluating part-time, seasonal and volunteer personnel; monitor performance to assure work quality and services. Provide immediate supervision over seasonal, temporary or volunteer recreational personnel; oversee Site Supervisors, Officials, Scorekeepers, Recreation Aids and coaches; monitor and evaluate employee performance; prepare work schedules; review time sheets and verify hours worked; make recommendations affecting job retention, advancement and discipline.
- Serve as liaison and advisor to various committees, sports interest groups and events groups; coordinate and implement actions as needed to best serve community interests.
- Conduct and attend coaching clinics and meetings, employee trainings and other various community meetings.
- Prepare and deliver reports as needed to advise the Recreation Director, City Manager, department heads, boards, committees or the Mayor and City Council of program activities and results.
- Perform general public relations as needed to address concerns and interest of the public and assists in public relations by finding volunteer workers and presenting new programs to the general public. Recruit volunteers for activities such as: instructors, volunteer coaches, game officials and umpires, etc. and chaperone children groups. Address various groups and clubs to solicit time and financial assistance for special programs and secure business sponsors.
- Build and maintain internal and external community relationships and partnerships.

- Ensure security and safety of recreational facilities, buildings and surrounding areas both indoors and outdoors through periodic safety checks and maintenance of facilities and equipment.
- Direct and perform program and event marketing and advertising by utilizing various media vehicles such as: notices, publications, flyers, signage, Social Media Platforms and brochures to promote city-wide interest and use of recreation facilities and program participation to reach all segments of the public and educate them about recreation programs.
- Review complaints, problems and concerns expressed by coaches, participants, organizations, the public and negotiate to achieve solutions which better the recreation programs and services. Analyze circumstances and issues and develop alternative solutions; initiate action to create change as needed.
- Assist with the preparation of a yearly calendar of recreational activities, programs and events.
- Submit budget recommendations and participate in the preparation, administration and monitoring of the recreation department's budget. Develop individual program and event cost projections and budgets. Monitor program expenditures to assure compliance with established financial guidelines. Aid in preparation of bids and equipment purchasing.
- Project revenue and expenditures of programs and events.
- Complete post-program evaluations to ensure effectiveness of the programs and events.
- Register program participants, collect fees and issue receipts.
- Maintain and control use of equipment and facilities by signing out equipment and scheduling reservations for use of public facilities. Identify resource needs and review needs with appropriate management employees in order to allocate resources accordingly. Coordinate with management and other departments in procuring material and equipment for program use.
- Assist with establishing, implementing and enforcing rules, regulations, policies and procedures.
- Participate in safety and risk management activities and take action to reduce liability to the city.
- Design and develop activity manuals for recreational classes, programs and events.
- Document the number of registrations or attendees and fees collected.
- Maintain records and prepare evaluation reports on new or ongoing programs.
- Maintain and file incident reports.
- Attend and participate in professional group meetings such as: URPA, NURPA and NRPA in order to stay abreast of new trends and innovations in the field of recreation.
- Attendance and punctuality are essential functions of this position. Employee is required to work as a team and frequently meet with colleagues and the director.
- Assists with upholding state, county and local government ordinances, policies and procedures relative to mass gatherings, food handling, finances, expenditures, public meetings, auditing laws and any other applicable function.
- Perform related duties and responsibilities as required.

### **SUPERVISION RECEIVED**

Works under the immediate supervision of the Recreation Director.

### **SUPERVISION EXERCISED**

Provides general supervision to various part-time, seasonal and volunteer personnel including: Site Supervisors, Officials, Scorekeepers, Recreation Aids and Coaches.

### **MINIMUM QUALIFICATIONS**

- Graduation from college with a bachelors' degree in Recreation Management, Recreation Administration, Public Administration, Physical Education or related field; AND three (3) to five (5) years of progressively responsible supervisory experience performing above or related duties; OR an equivalent combination of education and experience.
- Must possess a valid Utah Driver's License and meet the requirements of the City's Motor Vehicle policy.
- Must pass a pre-employment drug test following a conditional offer of employment.
- Must pass a pre-employment background check

### **CERTIFICATIONS**

- Certification as a Parks and Recreation Professional is preferred (CPRP).
- Must obtain a certification in First-Aid, AED and CPR within one (1) month of hire.

- Must obtain a concussion certificate within one (1) week of hire.
- Must obtain a Food Handlers Permit within one (1) month of hire.
- Failure to obtain and maintain licenses and certificates as outlined above will result in termination from the position.
- Must complete the NIMS training courses IS-100 and IS-200 within one (1) month of hire and IS-700 and IS-800 within six (6) months of hire.

## **ADDITIONAL QUALIFICATIONS**

### *Knowledge, Skills and Abilities*

**Considerable knowledge of** the methods and techniques of developing and operating recreation programs and events; the philosophy, theories and objectives of community recreation programming; teams sports management; community and public relations; principles and practices of general management including fiscal and human resources; budgeting processes and general accounting; rules and regulations of a variety of sports and recreational activities; of equipment, facilities, operations and techniques used in a comprehensive community recreation program; knowledge of methods and techniques of supervision, training, motivation and performance evaluation; modern and complex principles and practices of recreation programs, development and administration; pertinent Federal, State and local laws, codes and regulations.

**Working knowledge of** the operation of personal computers and various software applications including spread sheets, word processing, etc; procurement practices related to equipment and supplies; marketing theories, principles and practices and their application to a wide variety of leisure services.

**Skilled in** organization, development and maintenance of a comprehensive community recreation programs and events; considering the relative costs and benefits of potential actions to choose the most appropriate one; supervision, organization and review of work of professional, technical and clerical personnel; maintaining effective audio-visual discrimination and perception needed for making observations; communicating with others; reading and writing; operating assigned equipment as required by the position; establishing and maintaining effective working relationships with those contacted in the course of work; making quick judgments; working well under pressure; exhibiting patience and empathy when working with the public.

**Ability to** organize recreational leagues, programs and events, establish team rosters and schedule games, tournaments and other activities; establish and maintain effective working relationships with employees, various age groups, other organizations and the public; prepare and present budget estimates; direct, motivate, develop and evaluate subordinates; communicate effectively, verbally and in writing; prepare and control a budget; interpret and explain the assigned recreation programs policies and procedures; prepare clear and concise reports; research, analyze and evaluate new service delivery methods, procedures and techniques; recommend and implement goals, objectives and practices for providing effective and efficient programming to the general public; maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include walking, standing or sitting for extended periods of time; maintain mental capacity which allows for effective interaction and communication with others; adapt quickly to unforeseen circumstances; remain calm and professional in stressful situations and conflicts; comply with all city policies and regulations, including safety and risk management standards.

## **WORKING CONDITIONS**

The work conditions described here are representative of those an employee may encounter while performing the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Incumbent of the position performs in a typical office setting with appropriate climate controls, periodic exposure to outdoor conditions and weather extremes, depending on the event, program and season. The noise level in the work environment can be moderately quiet to moderately loud. Regularly works in potentially hazardous conditions with equipment which if not used correctly could injure or hurt others. Tasks require a variety of physical activities, which may involve muscular strain, related to walking, jogging, running, standing, stooping, sitting, reaching, lifting, raising arms up and down, climbing ladders, etc. Communication such as: talking, hearing and seeing is essential to job effectiveness. Common eye, hand and finger dexterity exist. Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking and creative problem solving.
- Periodic travel required in normal course of job performance.
- Weekdays, early mornings, mid-day, evenings, weekends and holidays may be required for events or programs. Incumbent must be adaptable to changing work hours as schedule may vary depending on scheduled events, games and activities.
- Position is subject to random drug and alcohol testing.

## **PHYSICAL REQUIREMENTS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

- While performing the duties of this position the employee is frequently required to sit, walk, jog, run, talk, hear, see, drive, stand, climb, bend, balance, stoop, kneel, crawl, push, pull, feel, reach, lift 50-75lbs, grasp, blow a whistle, twist above the waist and bend at the waist. Specific vision requirement for this position include close vision, distance vision, peripheral vision and depth perception. The employee may work for sustained periods of time maintaining concentration and attention to detail. The employee is also required to be able to coordinate two or more limbs while sitting, standing or lying down.

## **CRIMINAL HISTORY BACKGROUND CHECK**

Successful applicant must pass a pre-employment background check following a conditional offer of employment.

## **MOTOR VEHICLE REPORT**

Driving record of successful applicant may be obtained by the City.

## **EDUCATION AND CERTIFICATION REQUIREMENTS**

Successful applicant must submit a copy of above education and certification requirements when requested.

## **VETERAN'S PREFERENCE POINTS**

Applicants MUST submit a copy of their DD-214 to the City office during the interview process to be eligible for benefits.

## **PAY AND BENEFITS**

This position is Full Time, Non-Exempt, Regular. The Salary Range is \$25.82-\$37.61 per hour. Incumbents are typically hired at the minimum. This position is eligible for Health, Dental and Vision Insurance, Retirement Plan, Paid Time Off and a Flexible Work Schedule.

## **APPLICATION PROCESS**

Interested parties must submit a cover letter, resume, list of at least three (3) professional references and fill out an application on bamboohr at the following link [clintoncity.bamboohr.com/careers](http://clintoncity.bamboohr.com/careers).