

Area Supervisor/Coordinator

POSITION SUMMARY:

Assist in coordinating assigned community services activities including playground operations, development services or recreation programs; assist in implementing goals and objectives and perform a variety of general administrative and technical tasks in support of assigned area or responsibility.

This is a safety sensitive position subject to random drug/alcohol testing.

Job descriptions are intended to present a general list of tasks/duties performed by employees within this job classification. Job Descriptions are not intended to reflect all duties performed within the job.

SUPERVISION RECEIVED AND EXERCISED:

Receive direction from assigned supervisor.

Supervise lower level staff.

ESSENTIAL AND SUPPLEMENTAL FUNCTIONS:

ESSENTIAL FUNCTIONS: (Essential functions may include, but are not limited to the functions listed below)

1. Assist in scheduling and implementing recreational programs, which meet the needs and interests of the participants.
2. Monitor and evaluate the adequacy of recreation content and implementation.
3. Participate in developing training programs for recreation personnel and instruct such personnel in proper techniques and methods.
4. Prepare timesheets, relevant paperwork and reports as required.
5. Make recommendations for improvement of recreational programs within assigned area.
6. Attend required training sessions as scheduled.

SUPPLEMENTAL FUNCTIONS:

1. Collect, reconcile and process service fees.
2. Perform lower level staff duties and other job related responsibilities as required.

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS:

Related education may be substituted for experience on a year for year basis.

Two (2) years' experience working with children in a recreation or social services program.

ADDITIONAL REQUIREMENTS:

Must successfully complete first aid training within one (1) month from date of hire.

Some positions may require cash handling certificate within (1) month from date of hire.

The department will provide required training.

PREFERRED KNOWLEDGE:

- Basic operations, services and activities of recreational and social programs
- General principles and practices of recreational program development and implementation
- Principles of cash handling

PREFERRED SKILLS AND ABILITY:

- Coordinate and plan programs and/or activities at assigned work site
- Communicate clearly and concisely
- Establish and maintain effective working relationships with those contacted in the course of work
- Perform the essential functions of the job with or without reasonable accommodation

WORKING CONDITIONS:

Environmental:

Indoor and outdoor recreational facilities; exposure to heat, noise, inclement weather conditions.

Physical:

Essential and supplemental functions may require maintaining physical condition necessary for sitting, walking, running or standing for prolonged periods of time.