

RECREATION SUPERVISOR

DEFINITION: Under general direction plans, organizes, administers and directs a variety of recreation programs and services for Yakima PAL youth members. Duties may include sports, recreation and leisure programs and services, special community events. Assigns and evaluates assistant(s) and volunteers; determines appropriate uses of facilities; develops implements, supervises and evaluates programs. Work is performed with some independence, discretion and initiative and is evaluated through direct observation, conferences, results achieved and user satisfaction.

DUTIES: ESSENTIAL FUNCTIONS:

- Supervises, monitors, coordinates and directs the planning and organizing of recreation programs for youth in recreation centers, parks, playgrounds, and pools; recommends and develops new programs reflecting updated and emerging community needs, trends, interests and direction; and reviews and evaluates present program offerings.
- Supervises full-time and/or part-time staff and volunteers; schedules and assigns projects, monitors to ensure timely completion.
- Evaluates employee performance and training needs; provides on-the-job training as necessary.
- Participates in interviewing prospective staff.
- Takes corrective action regarding performance and behavioral issues.
- Ensures timekeeping and other administrative matters are timely completed.
- Coordinates volunteer recruitment programs ensuring sufficient numbers to continue programs and services; evaluates, supervises and recruits as necessary.
- Participates in marketing recreation programs and activities.
- Coordinates and promotes community awareness of programs through local newspapers, news releases, brochures, flyers, talk shows and other media to assure community participation in programs and services.
- Schedules, assigns and determines facility usage for programs which may involve working with schools and interest groups.
- Regularly inspects facilities to ensure proper resolution of concerns such as safety, security, maintenance, and staffing.
- Responsible for the daily maintenance needs of assigned facilities.
- Coordinates with appropriate support sections to identify, prioritize, schedule and implement repairs and improvements.
- Establishes and enforces safety rules and regulations.
- Ensures required safety equipment is available and in working order.
- Eliminates potential hazards and investigates injury accidents or claims.

- Promotes high quality customer service by establishing and communicating program standards.
- Conducts user surveys to determine interests and desires; evaluates results; designs and implements revised or additional programs as necessary within budgeted resources.

OTHER FUNCTIONS:

- May perform various maintenance duties in emergency situations or in the absence of specialized maintenance staff.
- May be on call in the event of emergencies.
- Performs related work as required.

LICENSES, CERTIFICATES AND OTHER REQUIREMENTS:

- Possession and maintenance of valid Washington State Driver's License.
- Possession of a Basic First Aid/CPR certificate within six months of appointment.
- Minimum eighteen years of age required
- Successful completion of a criminal background check
- Successful completion of drug screen testing
- Bilingual Spanish preferred