

**JOB DESCRIPTION  
CITY OF SPRINGFIELD**

**HUMAN RESOURCES DEPARTMENT  
EMPLOYMENT AND  
COMPENSATION DIVISION**

Job Title	<u>Community Recreation Supervisor</u>
Sch & Grade	<u>PAT-6</u>
Class Code	<u>BE41</u>
FLSA Status	<u>Non-Exempt</u>
Bargain Unit Elig.	<u>Not Eligible</u>
Occupational Group	<u>Parks Recreation</u>

**PRIMARY PURPOSE:**

Plans, organizes, and directs programs and activities for assigned recreation programs.

**SUPERVISION:**

Under the general supervision of assigned Coordinator or Administrator, supervises the work of subordinate employees.

**DESCRIPTION OF WORK:**

**ESSENTIAL FUNCTIONS:**

1. Teaches, supervises, and participates in assigned recreation activities at playgrounds, parks, community centers, public schools, and sports centers.
2. Assists the operation of community centers, sport centers, and public schools, including the use, care, and maintenance of the facilities.
3. Schedules and plans activities; collects monies resulting from activities.
4. Directs the organization of various team sports and leagues for adolescents and adults including developing sport schedules.
5. Recruits, interviews, trains, schedules and evaluates seasonal, full time and contractual employees.
6. Arranges for and supervises parties, picnics, day camps, and field events for summer recreation programs as well as after school programs.
7. Directs groups in a variety of art form activities such as dramatics and craft programs, as assigned.
8. Directs special recreational activities for the disabled and the senior population.
9. Establishes and maintains effective working relationships with the general public.
10. Coordinates programs with neighborhood groups, civic organizations, schools, and guilds.
11. Prepares and presents required reports as well as marketing and public relations presentations regarding recreational programs and activities.
12. Travels to a wide variety of recreation program location sites, community centers, sports centers, and public schools and transports equipment as required.

**IMPORTANT FUNCTIONS:**

1. Attends conferences, workshops, seminars, and other training for professional development purposes.
2. Utilizes appropriate computer software applications such as word processing, spreadsheet, and/or database.

*Performs related work as required.*

**QUALIFICATIONS REQUIRED:**

Any combination of education, training, and experience providing the following knowledge, skills, and abilities:

**Knowledge**

Principles, procedures, and techniques in developing and directing recreation programs.

**Abilities**

Effectively teach, supervise, and participate in assigned recreational activities at playgrounds, parks, community centers, sport centers and public schools; organize and direct various team sports and leagues for adolescents and adults; effectively present marketing and public relations information regarding programs; direct special recreational activities for the disabled and elderly; prepare and maintain accurate records related to assigned activities; follow oral and written instructions; communicate effectively both verbally and in writing; deal effectively and courteously with associates and the general public; model and promote acceptance and respect for differences among employees and citizens; perform effectively as a member of a team in carrying out the City's stated mission and philosophy; perform the essential functions of the job without posing a direct threat to the health and safety of others.

**Experience, Education, and Training**

Graduation from an accredited college or university with a Bachelor's Degree in Recreation, Physical Education, Business Administration, or a closely related area. Directly related experience in developing and supervising recreational programs may be substituted for the formal education requirement on a year-for-year basis.

**Physical Requirements**

Performs bending and reaching to both ground level and overhead; lifts, carries, pushes and pulls 60 pounds; holds and grips objects.

**Working Environment**

Both indoor and outdoor working environment; may be exposed to extreme heat, cold, dust, and/or pollen when conducting or preparing recreational programs held outdoors.

**Licensing/Certification**

If operating a motor vehicle for the purpose of completing job duties, must possess a valid Missouri Motor Vehicle Operator's license. Certified Parks & Recreation Professional (CPRP) is desirable, as well as the following certifications as applicable to the vacancy: (AFO) Aquatic Facilities Operator, (ACA) American Camping Association – Camp Director Certification, (USPTR) United States Professional Tennis Registry or (USPTA) United States Professional Tennis Association Certification, (CTRS) Certified Therapeutic Recreation Specialist, Challenge Course Manager certification.

**Miscellaneous Requirements**

Subject to working some weekend and evening hours. Must pass criminal records screening as required by the Missouri Department of Social Services, if applicable.

<b>Last Revision:</b>	February 8, 2012	<b>GENERAL ORDINANCE NO.</b> 4906
<b>Comments:</b>	Updated Abilities	<b>Date:</b> June 1999

**I have read the foregoing job description in its entirety and understand its contents. I can perform the essential functions outlined with or without reasonable accommodation under the Americans with Disabilities Act.**

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_