



updated Jan. 2020

200 W 2nd Street, Freeport, TX 77541 ** 979-233-3526 ** FAX 979-233-3205 ** www.freeport.tx.us

POSITION TITLE: Recreation Supervisor
DEPARTMENT: Recreation/Destinations
RATE CLASS: Salary/Exempt
REPORTS TO: Destinations Director
SHIFT: This is a seven (7) day per week operation. Days and time will vary with departmental requirements.
(May be changed at the discretion of the City of Freeport)

EDUCATION: Degree in Parks and Recreation Administration; or, extensive experience in the management of recreation facilities and programs. Extended training will be required during employment. Certified Pool Operator certification is required, and Lifeguard & Trainer Certification is required within one year of employment.

JOB SUMMARY:

This position is responsible for planning, organizing, scheduling, and supervising the activities of the city's recreation facility and programs. The Recreation Supervisor acts as a Section head and is responsible for the supervision of part-time and full-time staff. This position is also responsible for recruitment of temporary summer staff and contract program facilitators. The Recreation Supervisor coordinates and supervises various city functions.

SPECIAL SKILLS:

Proficient use of office equipment and PCs. Excellent interpersonal communication skills as well as highly skilled writing and phone etiquette abilities are required. Must have a demonstrated ability to work well with the public and be able to maintain confidentiality. Must have a demonstrated ability in personnel supervision. Knowledge of principles and practices of municipal recreation administration and supervision.

DUTIES & RESPONSIBILITIES: *Duties include but are not limited to:*

- Continually ensure the maintenance of the facility and equipment
- Follow all State and Federal laws pertaining to your department.
- Ensure proper certificates are maintained
- Responsible for personnel functions i.e.(hiring, evaluating, and terminating) under supervision of Destinations Director
- Develop and implement departmental policies, procedures, and short-and-long-term goals

- Supervise full and part-time recreation staff and contract personnel
- Produce brochures, flyers, and other advertising materials to promote public awareness and participation in activities
- Order, maintain, and insure efficient use of departmental equipment and materials
- Assist in developing and administering the financial budget for the department
- Facilitate procedures for assisting citizens with requests and problems
- Maintain a high degree of proficiency in the use of departmental personnel and materials
- Meet with individuals and groups to stimulate interest and support for recreation activities
- Oversee the activities, upkeep, and use of recreation facilities and grounds
- Cooperate with the Board of Education, social agencies, Senior citizens committee, and other groups in coordinating city and area-wide recreational activities
- Track work projects against departmental work plan
- Maintain recreational documentation through applicable retention schedule
- Plan, organize, conduct, and supervise special programs and other special events
- Develop and ensure stringent safety policies and practices
- Assist in the representation of the department in public relations matters
- Facilitate required life guard training sessions
- Collect and account for departmental receipts
- Maintain and test the pool facilities to ensure safety and legal guidelines
- Coordinate with Project/Events Coordinator, and Museum & Visitors' Center staff on City activities and projects.
- Monitor and evaluate staff performance and meet regularly with staff to identify and resolve and possible or existing problems

OTHER DUTIES: This job description is intended to describe the general nature of work performed by the Recreation Supervisor and is not intended to be all-inclusive. All employees are expected to perform tasks as assigned by their supervisor.

PHYSICAL/MENTAL REQUIREMENTS:

Physical: Must be able to pass a physical examination and drug screen. Must be able to operate a motor vehicle and travel. Must also be able to stand, sit, type, and/or write for extended periods of time. Must be able to lift a minimum of 30 lbs, bend, squat, and twist, etc. The ability to work within a variety of weather conditions is also required.

Mental: Must maintain the ability to work well with others as well as the general public in a variety of situations. Must be able to multi-task, work under time constraints, problem solve, and prioritize. Must also be able to maintain confidentiality and resolve conflicts. This position requires the ability to make independent and sound judgments.

All municipal employees will be expected to show and maintain a high level of initiative, enthusiasm, and motivation towards the improvement of ALL aspects of the Freeport community. Employees will also be expected to be available for work, to report to work in a dependable and timely fashion, and to be physically and mentally fit to do their assigned work.

Employee Signature

Date