



COUNTY OF YORK JOB DESCRIPTION
Recreation Supervisor I
Community Services
Parks, Recreation and Tourism

Human Resources Department
120 Alexander Hamilton Blvd.
Yorktown, Va. 23690
Phone: 757-890-3687
Fax: 757-890-3699

GENERAL STATEMENT OF JOB

Performs responsible professional work in planning, organizing, and supervising County-wide recreational programs and athletics, and/or managing parks or other types of sports complexes. Manages seasonal personnel, coordinates use of facilities, markets and advertises programs and events, prepares and maintains budget for area of responsibility; and evaluates the success/quality of the program/facility. Work is performed under general supervision.

DISTINGUISHING FEATURES OF THE POSITION

Depending on the specific functional assignment, the job may include working some evenings, weekend hours, and working on some holidays. In addition, the position may be subject to being called back to work occasionally.

ESSENTIAL JOB FUNCTIONS

Job responsibilities may include any of the following, depending on the incumbent's functional assignment. This is not meant to be an exhaustive list of job functions, but a representative sample of the type and level of work that is expected in this position.

Designs, implements, plans, organizes, supervises and manages all aspects of recreational programs in assigned areas, and/or manages the overall operation of parks or other types of recreational facilities; responds to inquiries and/or complaints; monitors use of parks and facilities; coordinates support of programs with other County departments and other agencies as needed for security and maintenance and repair needs.

Recruits, interviews, checks backgrounds, hires, trains, and supervises part-time and contractual employees, as well as volunteers; approves leave and enters time into on-line time and attendance system for work-as-required employees.

Evaluates and approves proposals from contractual class instructors, sports officials associations, tour companies, performing arts agencies, caterers, etc. for services rendered to the Parks, Recreation and Tourism Division; negotiates fees and contracts with part-time/contractual employees; initiates contractual payments and refunds. Monitors compliance with terms of contracts.

Monitors programs in progress and/or facility operations; evaluates programs for overall effectiveness and/or efficiency of facility operations; implements needed changes. Investigates and responds to complaints.

Maintains programs and/or facility operations within budget limitations; manages credit card purchases; projects revenues and expenditures for budget approval. Completes routine budget work such as regular reporting on revenue/expenditure status; partial payments; request for payments; refunds; payroll; etc.

Participates in the planning of special events; works at the special events as required

Creates and edits marketing materials such as flyers, brochures, posters, advertisements for County-wide and/or regional distribution. Appears on the local government cable TV channel for interviews and as part of programs produced for public viewing. Makes presentations to diverse audiences.

Maintains websites, or website pages, relating to various Parks, Recreation and Tourism programs. Performs periodic maintenance, updates, revisions, and assists with site design.

Responsible for preparing a variety of reports pertaining to assigned areas of responsibility.

Serves as a staff liaison or County representative on local and regional boards, commissions and committees which are either community-based or under the auspices of the Board of Supervisors.

Provides other information as needed to the public relative to services provided by the Parks, Recreation and Tourism Division.

ADDITIONAL JOB FUNCTIONS

Assists other staff members and agencies as needed.

Monitors, requests and schedules certain maintenance tasks at parks and other recreational facilities, and performs other related work as required.

ENTRY KNOWLEDGE, SKILLS, AND ABILITIES

Thorough knowledge of recreational principles and practices, and general knowledge of the area to which employee is assigned, such as therapeutic recreation, gerontology, athletics, etc.

General knowledge of personal computers word processing, spreadsheet, and presentation software, and the use of audio visual equipment.

General knowledge of supervisory principles and practices.

Effective oral and written communication skills.

Ability to plan and implement recreational activities and to prioritize multiple projects and responsibilities.

EDUCATION AND EXPERIENCE

Any combination of education and experience equivalent to a bachelor's degree in recreation, physical education, public administration or a related field, and 2 to 4 years of experience in recreation work.

SPECIAL REQUIREMENTS

Possession of a valid driver's license issued by the Commonwealth of Virginia. Requires an acceptable background check. Designation as a CPRP (Certified Park & Recreation Professional) is desirable.

PHYSICAL & MENTAL STANDARDS NEEDED FOR ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate common office equipment such as personal computers, typewriters, copiers, calculators, etc. Must be physically able to operate a motor vehicle. Much of the work is sedentary in nature and involves sitting at a desk or in front of a computer, while doing administrative work. When retrieving supplies and monitoring programs and facilities, work involves some bending, stooping, climbing of stairs, and walking. There is occasional lifting of boxes and tables and chairs, usually nothing weighing any more than 50 pounds.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural or compositional characteristics (whether similar or divergent from obvious standards) of data, people or things.

Interpersonal Communication: Requires the ability of speaking and/or signaling people to convey or exchange information. Includes giving instructions, assignments or directions, and receiving instructions, assignments or directions.

Language Ability: Requires the ability to read and prepare a variety of reports, letters and memos, forms, etc. using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style. Requires the ability to speak before groups of people with poise, voice control and confidence.

Intelligence: Requires the ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions, and the ability to deal with several abstract and concrete variables.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide; utilize decimals and percentages.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape.

Motor Coordination: Requires the ability coordinate hands and eyes rapidly and accurately in using office equipment and various hand tools.

Manual Dexterity: Requires the ability to handle a variety of items such as office equipment and hand tools. Must have minimal levels of eye/hand/foot coordination.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with emergency situations.

Physical Communication: Requires the ability to talk and hear.

Prepared by: _____

Date: _____

Approval: _____