

**CITY OF GREENBELT, MD
CLASS SPECIFICATION**

CLASS TITLE: Recreation Supervisor
DEPARTMENT: Recreation
REPORTS TO: Assistant Director – Recreation Programs

SALARY GRADE: 18
FLSA STATUS: E
DATE: 03/2009

JOB SUMMARY AND DISTINGUISHING FEATURES OF THE WORK:

Supervises recreation personnel, and develops, implements, coordinates and modifies recreation programs benefiting individuals and groups of all ages throughout the City. Oversees and manages the City's special events. The work location for this position is the Greenbelt Youth Center. The normal work schedule for this position is Monday through Friday from 8:30 a.m. to 5:00 p.m. and requires flexibility to work some evenings, weekends and holidays to meet essential functions of the position as required by the supervisor.

ESSENTIAL JOB FUNCTIONS:

Oversees and supervises all City camp programs, preschool and recreation classes for children, and all special events sponsored by the City.

Works with a team in the planning, organization, implementation, staffing and evaluation of a wide variety of recreational programs, camps and special events throughout the City of Greenbelt.

Assists in the recruitment, selection, training, supervision and evaluation of full-time, part-time, intermittent, contractual and volunteer staff for recreation programs offered throughout the City to include, but not limited to, class instructors, day camp staff and after care staff.

Develops, produces and distributes public information materials, flyers, signs, exhibits, news releases, ads, newsletters, etc.

Coordinates quarterly Recreation Department Activity Guide. Develops schedule, manages computer input and editing. Project requires working with inter-departmental staff.

Assists in the completion of paperwork including time sheets, weekly reports, grant reports, inspection licensing reports, brochure development, training manuals and department tracking software maintenance.

Along with a team, ensures that recreation activities are monitored for quality control; equipment is purchased, issued and collected, and activities are evaluated upon completion.

Consults and advises on recreation programs, methods and procedures.

Develops annual budget, including: reviewing budget expenditures and requesting revisions to meet operational needs; reviewing budget requests and making decisions on organizing projects to remain within budget; requisitioning materials and supplies; and consulting with financial staff regarding budget matters.

Serves as a liaison with local community groups and organizations regarding recreational needs and desires.

IMPORTANT JOB FUNCTIONS:

Performs other related duties as assigned.

MATERIAL AND EQUIPMENT USED:

Computer General Office Equipment

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

Bachelor's degree from an accredited four-year college or university in Recreation, or a related field; and,

Four to five years of progressively responsible experience; or,

Any combination of education, training and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job.

Licenses and Certifications:

Valid Driver's License

Certified Parks and Recreation Professional (CPRP) through the National Recreation and Park Association preferred.

CPR, First Aid and AED Certification Preferred.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

Recreation theory, administration and programs.

Administration of staff and activities, either directly or through subordinate supervision.

Budget development policies and procedures.

Principles and practices of basic accounting.

All computer applications and hardware related to performance of the essential functions of the job.

Department organization, standard operating guidelines and policies, rules, and regulations.

Ability to develop and maintain community partnerships

Ability to successfully pursue sponsorships and grant funding.

Skill in:

Planning, organizing, assigning, directing, reviewing and evaluating the work of staff.

Developing, planning and implementing Special Events on a large scale.

Preparing clear and concise reports, correspondence and other written materials.

Communicating orally and in writing with internal staff, the general public, and other departmental staff in order to give and receive information in a courteous manner.

Operating and maintaining all assigned equipment required to perform the essential functions of the job.

Developing and maintaining a network of professional colleagues outside of Greenbelt.

A clear understanding of social media.

Mental and Physical Abilities:

Ability to organize activity and to plan promotion programs.

Ability to establish and maintain effective working relationships with a variety of people.

While performing the essential functions of this job the employee is frequently required to sit; use hands to finger, handle, feel or keyboard; speak and hear; reach with hands and arms; lift and/or move up to 20 pounds.

Working Conditions:

Work is performed in a normal office environment with little exposure to outdoor temperatures or dirt and dust.

The incumbent's working conditions are typically moderately quiet.

This class specification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.