

## Recreation Supervisor

The purpose of this classification is to create, budget, plan, organize, and implement leisure activities, including overseeing contractual and City staff, and ensuring adequate supplies and facility use. Monday through Friday plus some weekend and evening hours.

Organizes, plans, budgets, and improves programs; designs program format; schedules activities, programs; evaluates programs and events; prepares facilities for programs.

Prepares budget; monitors expenditures; generates revenue.

Supervises, directs, and evaluates assigned staff, directing work, counseling, disciplining, and completing employee performance appraisals; recruits instructors; writes agreements for services by contractors.

Researches cost and orders supplies; maintains inventory of supplies and equipment.

Communicates with news media, program participants, and the public on a daily basis; works with school system.

Designs, prints, and distributes flyers to advertise programs; communicates and sells programs in person and by telephone; registers participants; solicits sponsors.

Prepares a variety of documents and reports on program activities.

Transports individuals to and from programs.

Complete job description is on file in the Human Resources Department.

### **Qualifications:**

Bachelor's degree in recreation, education, sports administration, or closely related field; supplemented by one (1) year previous experience and/or training involving recreational program coordination; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess and maintain a valid Florida driver's license. Must possess and maintain CPR certification