

RECREATION SUPERVISOR

JOB DESCRIPTION

Brief Description:

Under the direct supervision of the Public Works Director, the Recreation Supervisor is responsible for the management and leadership of the La Feria Recreation Center and sports programming along with part-time and seasonal temporary staff.

Successful Recreation Directors are energetic, flexible, and strategic thinkers. They can plan well and juggle many responsibilities. They are good communicators, with a passion for serving and working with and leading all kinds of people. In addition to these general skills and personality traits, we are seeking a Recreation Supervisor with the following skills and qualifications:

Qualifications:

1. Strong leadership and management skills with demonstrated knowledge of the fundamental and accepted practices in Recreation operations and administration.
2. Ability to assess goals and strategies and hold staff accountable to ensure successful implementation and completion of goals and objectives.
3. Experience in management, leadership, and supervision of staff.
4. Knowledge of Microsoft Word & Excel along with Website and Social media Applications.
5. Training and experience in Customer Service.
6. Effective decision-making and negotiation skills

Duties & Responsibilities:

To accomplish their primary goal of designing and leading quality recreational programs that accomplish the mission and vision of City of La Feria, the Recreation Supervisor is expected to perform many tasks and will be responsible for performing duties to promote the City and its programs as an asset to the community. The following provides an overview of the core duties and responsibilities of the Recreation Supervisor.

Core Duties and Responsibilities:

- **Plan Programs** - The Recreation Supervisor assesses the recreation requirements of the community and plans activity programs that meet those needs. They communicate with community members, and research various sport and recreation programs. They ensure that a variety of sport, recreation and cultural programs are planned and implemented, and over time evaluate the effectiveness of these programs and identify future needs.

- **Implement Programs** - Recreation Director implements recreation programs and ensure that they are being taken advantage of and are successful. They create and manage schedules for activities and facilities. They recruit, train and oversee staff and volunteers. Recreation Directors may supervise and lead some activities, as well.
- **Promote Activities** - Recreation Directors promote the programs under their control through an active community relations campaign. They arrange for advertising of programs, as needed, and maintain constant community engagement.

A further breakdown of Director's duties includes but is not limited to:

1. Attend educational seminars, conferences, etc. as assigned.
2. Work with social media and website applications.
3. Evaluate all employees during probation and annually per City Administrative Policy
4. Prepare budget reports as required.
5. Communicate with Public Works Director regarding Parks budgeting and park facility management.
6. Addressing complaints and resolving problems.
7. Perform other duties and tasks as deemed necessary and/or assigned.