



City of Lake Oswego, Oregon

Job Description

RECREATION SUPERVISOR I

FLSA Status: Exempt

Union Representation: Non-represented

Salary Grade: 515

Job Code: 5026

Class Summary

Under general direction, plans, organizes and supervises programs, activities and facilities related either to recreation or aquatics programs, including scheduling, preparing and monitoring budgets, publicizing programs and events, recruiting, selecting, training of staff and volunteers.

Essential Duties and Responsibilities

The list of duties is a representative sample of the work appropriate to this class and does not include all the duties that may be assigned to a particular position. The incumbent may perform a combination of some or all of the following duties:

1. Supervises support staff and volunteers including prioritizing and developing work plans, evaluating staff performance, interpreting policies and procedures, making hiring and termination recommendations, making pay rate change recommendations and providing training and development.
2. Acts as a liaison to other organizations and departments, general public and community advisory committees as required, including answering questions regarding activities and programs, resolving conflicts, as required.
3. Assists in preparing program budgets including determining services, capital purchases and staffing levels. Monitors program expenditures ensuring remains within budget. Evaluates programs and prepares quarterly reports including showing numbers of participants, revenues and expenses.
4. Develops and coordinates promotional programs such as website updates, social media content suggestions, special brochures and flyers including distributing press releases to radio stations, newspapers and other media contacts; and, may prepare and distribute electronic newsletters to program participants and staff.
5. Follows all City and Department policies and procedures
6. Performs other duties of a similar nature or level.

Recreation focus:

1. Oversees and develops focus-based programming including planning and scheduling activities, classes, speakers, workshops, trips, and events, and, ensuring proper permits are obtained and contracts written with scope of work and payment schedules
2. Determines fees for programs based on evaluating program expenses and cost recovery expectations.

3. Communicates with contractors and employees and distributes rosters to instructors.
4. Ensures facilities are well maintained in coordination with Facilities and Parks Maintenance.
5. Hires supervises, trains facility staff and volunteers; schedules work shifts, approves timecards and oversees safety and risk management, promptly addresses associated problems.

Aquatics focus:

1. Oversees and develops aquatics programs for both indoor and outdoor swim facilities including planning and scheduling classes, special events, Lake Oswego School District swimming and water polo events and programs.
2. Determines fees for programs based on evaluating past program expenses and distributes rosters to instructors.
3. Oversees hiring of lifeguard staff, water safety instructors, and aquatic fitness instructors and shift coordinators and ensures proper training., schedules work shifts, and approves timecards.
4. Ensures the aquatic facilities are safe and well maintained in coordination with Parks and Recreation Management team members and facility staff.

Minimum Qualifications

Knowledge of:

- Supervisory theories and principles.
- Budgeting theories and principles.
- Bid proposals.
- City, state and federal laws, regulations and ordinances governing aquatics and/or parks and recreation.
- Report writing.
- Recreational program objectives.
- Facilities operation.
- Public relations.
- Personal computers and related software applications.

Skills and Abilities to:

- Apply supervisory theories and practices.
- Prepare budgets.
- Track and recording expenditures.
- Develop programs which stimulate community interests.
- Manage programs.
- Organize and coordinating special events and programs.
- Write reports.
- Evaluate program effectiveness.
- Prepare press releases.
- Resolve conflicts.
- Promote positive public relations.
- Provide good customer service.
- Comply with safety requirements of the position and actively promote safe work practices.
- Communicate effectively with coworkers, management, elected officials and the general public, and display excellent interpersonal skills and awareness of controversial and/or sensitive issues.

Education, Training and Experience:

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation with a Bachelor’s degree in Parks and Recreation, Recreation Management or Leisure Services and four years related experience; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

Licensing and Other Requirements:

Positions in this classification require the ability to possess and maintain a valid driver’s license and ability to meet the City’s driving standards.

Aquatics Supervisor position requires American Red Cross Lifeguard Management Training Certificate, CPR/AED for Professional Rescuers (CPR/AED) training, Water Safety Instructor Certification, Lifeguarding Instructor Certification and must have Aquatic Facility Operator or Certified Pool Operator certification within 6 months of hire.

Physical and Mental Demands

Frequent repetitive motions including, but are not limited to, hand, wrist and finger movements; daily walking, reaching, standing, talking, hearing and seeing. Moderate Physical Work: Must be able to move objects by exerting up to (20) pounds of force frequently, and/or up to (10) pounds of force consistently.

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depend, in part, on the specific requirements for the job, the limitations related to disability and the ability of the hiring department to accommodate the limitation.

Department Director **Date**

Human Resources Director **Date**

Employee **Date**

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.