

RECREATION & TOURISM CENTER SUPERVISOR – FULL TIME

Reports to: Recreation Coordinator  
Position Control No.: 6674

Department: Recreation & Tourism

Exempt  Non-Exempt

Full-Time  Part-Time  Seasonal

Department Head Approval: \_\_\_\_\_

*Sumit Kumar* Date: *10/8/2020*

**JOB SUMMARY:**

Under general supervision, responsible for the continuous organization, supervision, production, involvement, and operation of any program, class, event, activity or facility of which you may be assigned; assume supervisor responsibilities when needed. This position should perform in a professional work manner and must promote safety at all times. Reports to and follows written and verbal instruction from the site coordinator/supervisor as assigned.

**ESSENTIAL JOB FUNCTIONS:**

1. Keep facility/center/gym/area open during operating hours; administer organized class programs; operate the continuous programs of the facility; supervise all activities of the facility. May be required to be a key holder and responsible for opening/closing of facility.
2. Maintain an effective line of communication between all staff; communicate with other staff to pass on shift procedures which need to be completed; communicate effectively with the public; represent the department and City in a positive manner.
3. Analyze program needs and recommend new and innovative ideas to maintain current trends; assist with all programs and events as instructed; may be responsible for organizing and teaching classes and receiving related training. Assume responsibility for helping plan, coordinate, decorate and oversee special programs and events.
4. Be prepared to work weekends, holidays, and day and evening shifts as schedule and to work at multiple sites as assigned.
5. Participate in staff meetings, safety meetings and attends other meetings and trainings as assigned. Must obtain knowledge of simple first aid, AED/CPR and posted emergency procedures.
6. Demonstrate the ability to supervise large groups including children and adults both visually and audibly to ensure health/safety standards and the orderly integration of all programs, classes and events.
7. Communicate effectively official plans, policies and procedures and enforce rules and regulations to the general public.
8. Ensure that work areas are adequately maintained to prevent accidents, including daily maintenance and inspection of facility; report potential hazards or unsafe conditions to supervisor.
9. Prepare correspondence, keep records, and make written and verbal reports; maintain sufficient supplies and inventory.
10. Identify and resolve problems in a timely manner and develop alternative solutions while using discretion and tact when dealing with emotional topics.

11. Be familiar with facility policies, regulations and procedures and carry them out. Be informed of events scheduled in facilities; may be responsible for room set-up, take-down and clean up.
12. Responsible for check-in and check-out of facility equipment and other City property to/from patrons.
13. Work indoors and outdoors in extreme temperatures including heat, cold, temperature swings, and inclement weather during functions and events.
14. Obtain knowledge of general accounting practices including collection and receipting of monies; operate general office equipment, computer, calculator, and telephone.
15. Must perform maintenance and cleaning of the facility and surrounding area, as well as, any other related work as required. Other various job duties as may be assigned.

#### QUALIFICATIONS:

1. High School diploma or GED.
2. Valid Texas Driver's License with an acceptable driving record.
3. Considerable knowledge/experience in recreational activities.
4. Ability to work well with others and good with customer service.
5. Two years of supervisory experience is preferred.

#### PHYSICAL REQUIREMENTS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to sit, stand, walk, reach with arms, use hands to finger, handle or feel, stoop, kneel, crouch and crawl, as well as, climb ladders and work in tight spaces. The employees must frequently lift and/or move up to 20 pounds and occasionally lift and/or move up to 50 pounds.

This position also requires that you could be assigned to work at various recreation sites and under the supervision of all recreation supervisors, coordinators, managers as well as the Director of Recreation and the Recreation Superintendent.

NOTE: The above statements are intended to describe the general nature and level of work being performed by the person assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, skills and physical demands required of personnel classified.

APPLICANT: Are you cable of performing in a reasonable manner the activities involved in the job or application for which you have applied? Yes/No \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date