

## **CITY OF CHARITON, IOWA**

### **POSITION DESCRIPTION: RECREATION SUPERVISOR**

#### **NATURE OF WORK**

This position is responsible for the oversight and operations of the community center, aquatic center, and recreation programs. Directly supervises staff in the areas of swimming pool, aquatic center, and community center. Works jointly with the city manager, park and recreation advisory board, and city council in planning for parks and recreational activities in the City of Chariton. This position reports to the city manager.

#### **ILLUSTRATIVE EXAMPLES OF WORK**

- Supervises staff in all areas of operation within the Recreation Department- recreational programming, aquatic center, and community center.
- Manage all programs (both in-house and contracted) provided by the Parks and Recreation Department.
- Creates programs that will give both youth and adults an opportunity to participate.
- Provides budget justification to the city manager for use in decision making regarding all operations within the department.
- Works jointly with the city manager on projects such as planning, programing, and other needs as they arise.
- Performs other duties as assigned.

#### **DESIRABLE KNOWLEDGE, ABILITIES, AND SKILLS**

- Considerable knowledge of the management of parks and recreation facilities.
- Considerable knowledge in parks and recreation programs.
- Ability to supervise staff in a variety of operational settings.
- Experience operating aquatics centers and community centers.
- Strong communication skills in both oral and written formats.
- Grant writing and reporting.

#### **DESIRABLE TRAINING AND EXPERIENCE**

Bachelor's degree in Parks and Recreation Management, Public Administration, Planning, or experiences in the field required. Minimum of two (2) years related work experience. Preferably in the public parks and recreation field.

Certified Pool Operator preferred. (Must obtain within the first six months of employment.)

Additional aquatics certifications preferred.

Must possess and maintain a valid driver's license. (Will have their own city vehicle to drive.)

## **MINIMUM PHYSICAL AND MENTAL ABILITIES REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**

### **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 the duties of this job, the employee is regularly required to use hands to finger, handle, or feel and talk or hear. The employee frequently is required to sit, reach with hands and arms, and taste or smell. The employee is occasionally required to stand; walk; climb or balance; and stoop, kneel, crouch, or crawl. The employee may occasionally lift and/or move up to 50 pounds.

### **Cognitive Demands**

Requires a working knowledge of management of parks and recreation facilities and programs. Ability to exercise independent judgment in making decisions in accordance with established administrative direction, policies and regulations. May receive assignments or work under conditions that exert unusual pressure. Communication skills need to be high when working with the public.

### **Language Ability and Interpersonal Communication**

Requires effective communication skills and the ability to provide assistance to employees, and the general public. Requires the ability to speak clearly, distinctly and effectively with fellow employees; read in English and compare similarities and differences between words and series of numbers; apply common sense understanding to the work process, procedures, programs and services; and to provide and follow verbal and written instructions.

### **Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee works in an office but is regularly required to work outside in all seasons and weather conditions. The employee is occasionally exposed to wet and/or humid conditions.

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