

City of Knoxville
Position Description

Department: Parks & Recreation

Position Title: Program Supervisor

Reports To: Parks & Recreation Director

Pay Grade:

FLSA: Non-Exempt

Date:

Purpose of Position

Provides professional-level work in developing and supervising recreation and aquatic programs on a City-wide basis. The purpose of this position is to plan, organize, and implement a variety of programs for all ages, and performs related professional, administrative, and supervisory work as required. This is a full-time hourly position with benefits.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Plans, organizes, implements, supervises, instructs, and evaluates recreation and aquatic programs to meet the needs, interests and abilities of the public.
- Plans, schedules and teaches classes, lessons and programs.
- Provides customer service to visitors, registers participants, conducts orientations, etc.
- Publicizes programs, newsletters and activities to the public through the media and other appropriate means.
- Keeps abreast in trends and issues in recreation and aquatics by reading publications, and attending conferences and workshops.
- Performs general administrative and clerical work.
- Ensures the safety of all visitors by enforcing facility rules and regulations.
- Conducts building inspections, regular recreation and pool equipment evaluations, and custodial and maintenance tasks as required to ensure health and safety of participants.
- Assists staff with setting up for programs, special events, and other activities.
- Reviews and updates policies and procedures for recreation and aquatic programs.
- Provides staff training.
- Assists in determining program fiscal needs and preparing budget recommendations.
- Collaborates with other community programs to promote recreation and aquatics in the community.
- Maintains certifications as required.

Additional Tasks and Responsibilities

While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.

- Performs other duties as assigned or apparent.
- Assists other staff with programs.

Minimum Education or Experience Required

Bachelor's degree in Recreation or related field or equivalent combination of experience and training.

Preferred Education or Experience Required

Four to five years related experience and/or training, or bachelor's degree from a four-year college or university; or equivalent combination of education and experience. Major course work in recreation or related field; or any equivalent combination of experience and training.

Other Requirements – Certificates/Licensures

- Valid Iowa Driver's License.
- First aid and CPR required.
- Desire to obtain Red Cross lifeguard certificate in the first year of employment
- Meets City residency requirements.

Knowledge, Skills, Abilities

- Ability to apply commonsense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.
- Ability to establish and maintain effective working relationships with associates, program participants, and general public.
- Ability to express oneself clearly and concisely, both orally and in writing.
- Ability to follow one- or two-step verbal or demonstrated instructions.
- Ability to instruct common recreational activities; ability to enforce rules and regulations.
- Ability to operate equipment and materials required for position.
- Ability to perform simple addition and subtraction, copy figures, count, and record numbers.
- Ability to prepare and maintain records and files.
- Ability to qualify as a lifeguard, sports official, etc.
- Ability to read and write identifying information, and request supplies verbally or in writing.
- Ability to supervise part-time staff.
- Ability to use a mobile radio and a telephone.
- Ability to utilize a wide variety of descriptive data and information such as safety regulations, equipment maintenance records, maps, construction sheets, and equipment operating and maintenance manuals.
- Ability to work well independently and take responsibility for following previously outlined procedures to their logical end.
- Knowledge of equipment and techniques, and relevant regulations and ethics of programs for children, youth and adults.
- Knowledge of occupational hazards and safety precautions associated with the operation of tools and equipment.
- Knowledge of the methods and practices of aquatics, fitness and recreation activities and programs.
- Ability to reliably and predictably carry out duties.

Equipment and Materials Used

Treadmills, elliptical, steppers, spinning bikes, body fat tester, scales, computer, office machines, pool vacuum, pool pumps, starting blocks, starter and timing system for swim team, sports equipment, various hand tools and telephones.

Supervision

Assists with the overall direction, coordination, and evaluation of a department. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include supervising subordinate supervisors and direct reports include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

Physical Demands

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 stand; walk; use hands to finger, handle, or feel, and reach with hands and arms. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl, and talk or hear. The employee regularly lifts and/or moves up 25 pounds, and will occasionally lift and/or move up to 50 pounds with or without assistance. Must have the physical strength and skill to perform water rescue of a person. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

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.

While performing the duties of this job, the employee is regularly exposed to toxic or caustic chemicals. The employee is regularly exposed to moving mechanical parts and fumes, and airborne particles. The employee is regularly exposed to risk of electrical shock and dampness. The noise level in the work environment is usually loud. Position may work evenings and weekends and respond to emergencies after hours.

The City of Knoxville is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act as Amended, the city will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

I have read and understand the duties of this job description and, by signing below, I agree that I can perform the duties of this position with or without reasonable accommodation.

Employee _____

Date _____

Department Head _____

Date _____

City Manager _____

Date _____