

<p>City of Fenton Job Description</p>

Job Title Recreation Supervisor – Camps/Special Events/Front Desk
Department: Parks and Recreation
Reports to: Parks and Recreation Director
Description Date: May 2020, March 2021
Pay Grade: 9 (\$39,003 - \$48,065 - \$57,128)
Status: Full-Time/Non-Exempt

Summary

Assists the Director in the oversight, implementation, and operation of RiverChase programs, specifically Camps, Special Events and Front Desk. This position is responsible for planning, promoting, implementing and supervising the summer, spring break and holiday camps, stay and play, and special events; and overseeing front desk staff Assists with other programs/events throughout the Parks and Recreation Department at the request of the Director.

Essential Duties and Responsibilities include the following; however, other duties may be assigned. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Plans, promotes, implements, and evaluates programs and activities for youth programs, camps, and special events.
- Schedules employees for front desk, camps, stay n-play. Assists in scheduling employees for rentals as needed.
- Designs new youth and camp programs and revises existing activities as needed.
- Prepares program and special event budgets with projected expenditures and revenues.
- Maintains inventory of all camps and special events related equipment, and orders supplies and requisition items.
- Effectively hires, trains, coaches, develops, supervises, coordinates, schedules, administers payroll calculations, and evaluates Front Desk and Stay N' Play Attendants, and Camp Managers/Attendants
- Implements accommodations to meet the special needs of various groups and assists community organizations in planning and organizing programs and events.
- Promotes events and programs via printed marketing materials and digital channels.
- Other duties as assigned.

Supervisory Duties

Directly supervises Recreation Associates and contractual employees, as assigned. All supervisory responsibilities are performed in accordance with organizational policies and applicable laws.

Education and Experience Required

Bachelor's Degree in Parks and Recreation, Tourism, Marketing, or related field with at least three (3) years of experience in related work, or other equivalent combination of education and experience. Must be able to obtain and retain a Basic First Aid and CPR/AED certification. Must have a valid, current driver's license and obtain a Chauffeurs License six (6) months from the date of employment. May require specific related certification, depending on area assigned.

Knowledge, Skills, and Abilities

Knowledge of:

- Budget planning and cash handling and balancing;
- Community recreation and park programs including accepted standards, principles, concepts, and related legislative mandates;
- Current youth programming trends; and
- Capital improvement planning.

Ability to:

- Apply recreational and developmental learning concepts to the design and implementation of youth programs, camps, special events and instructions;
- Act quickly and effectively in emergency situations;
- Demonstrate effective verbal, written, and listening communication skills;
- Conduct and interpret program and event evaluations and needs assessment;
- Create new and interesting learning and recreational programs based on needs;
- Possess strong planning and organizational skills;
- Work evenings and weekends as needed; and
- Promote a positive representation of the City of Fenton

Work Environment

The indoor environment provides for a safe and healthy work environment and is smoke and drug free. May be exposed to wet, humid, hot, and cold conditions (non-weather). The outdoor work environment may result in exposure to extreme weather conditions such as heat, cold, precipitation, and humidity. May work around fumes or airborne particles.

Physical Requirements

Regularly required to communicate and exchange accurate information; frequently required to stand, walk, use repetitive wrist/hand/finger movement, and reach with hands/arms. Requires clarity of vision and three-dimensional vision. Regularly required to lift and carry up to 25 pounds; occasionally required to lift and/or move up to 50 pounds.

This job description is intended to indicate the kinds of tasks and levels of difficulty that will be required of positions that are given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of employees under their supervision. The use of a particular expression or illustration describing those duties shall not be held to exclude other essential functions, responsibilities, or duties not mentioned in this description that are of similar kind or level.

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 Signature

Date