

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

Job Title Recreation Supervisor – Youth and Adult Sports/Rentals
Department: Parks and Recreation
Reports to: Parks and Recreation Director
Description Date: May 2020, March 2021, December 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 Youth and Adult Sports and Rentals. This position is responsible for the day-to-day operations of all athletic facilities at the Fenton City Park, Fenton Sports Complex, and RiverChase Recreation Center and rentals within the Parks and Recreation Department, including but not limited to hiring staff, coordinating the daily maintenance operations of all athletic playing fields and rentals, and planning, promoting, implementing and supervising the youth and adult sports programs. 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.

- Maintains inventory of all sport related equipment, and orders supplies, and requisition items.
- Evaluates the condition of the sports facilities and programs.
- Plans, promotes, implements, and evaluates programs and activities in the areas of Youth and Adult Sports.
- Designs new sports programs and revises existing activities as needed.
- Prepares sports program budget with projected expenditures and revenues.
- Effectively hires, trains, coaches, develops, supervises, coordinates, schedules, administers payroll calculations, and evaluates Youth Sports Officials, Volleyball Officials, Softball Umpires, Field Managers, Athletic Field Grounds Keepers, Park Concession/Concession Stand Attendants, Concession Stand Managers, and Sports Score Keepers.
- Manages field rentals at Fenton City Park and Fenton Sports Complex, coordinates gym and room rentals at RiverChase, secures all necessary supplies and services for rentals, and when needed coordinates with Public Works to ensure readiness of rental locations.
- Implements accommodations to meet the special needs of various groups and assists community organizations in planning and organizing programs and events.
- Prepares and markets schedules of activities and events.
- 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. May require specific related certification, depending on area assigned.

Knowledge, Skills, and Abilities

Knowledge of:

- Budget planning and cash handling and balancing;
- Capital improvement project development;
- Community recreation and park programs including accepted standards, principles, concepts, and related legislative mandates;
- Athletic Field Maintenance; and
- Current sports trends.

Ability to:

- Apply recreational and developmental learning concepts to the design and implementation of sports programs and instructions;
- Act quickly and effectively in emergency situations;
- Demonstrate effective verbal, written and listening communication skills;
- Conduct and interpret youth and adult sports program 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