

The City of Rainbow City

Position Title: Recreation Supervisor - VLMSC
Department: Parks and Recreation
Supervisor: Recreation Director
Salary Range: \$13.00 - \$15.00/hr.

JOB SUMMARY

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Performs supervisory and labor responsibilities involving the management and coordination of City resources to assure effective, efficient operation of department-owned equipment, facilities, systems and properties.
- Provide recommendations for improvement, evaluating programs and delivering supplies
- Prepares and manages athletic facilities, providing safety and security of the facility
- Interprets City policies, training and scheduling employees and conducting performance evaluations of subordinate staff members
- Evaluates performance of employees and programs for which responsible
- Oversees athletic facility scheduling, maintenance upkeep and operations including concessions.
- Supervises and trains employees
- Schedule use of facilities for programs, meetings, and related activities
- Represents the Recreation Department at community gatherings such as civic league and city sponsored events
- Be willing to work overtime, weekends, holidays, afternoon or split shift
- Respond to citizen's concerns and complaints and resolve issues
- Other duties and responsibilities will vary depending upon the direction of the Recreation Director

SKILLS & QUALIFICATIONS

- Knowledge of basic landscape and horticulture techniques
- Knowledge of trends in recreation, festivals and events
- Knowledge of human resources and risk management principles
- Knowledge of best management practices
- Knowledge of marketing and public relations
- Knowledge of relevant local, state and federal laws
- Knowledge of computers and be proficient in Microsoft Excel and Word
- Skill in budgeting and public financial management
- Skill in interpersonal relations and organization
- Knowledge of principles and practices of recreational programming and parks management
- Knowledge of park design, construction and maintenance
- Good customer service skills (in person, phone, email)
- Ability to communicate effectively both verbally and in writing
- Ability to work in a team management environment
- Ability to organize and schedule recreation activities for youth and adults including athletic leagues and tournaments.
- Possess ability to write and prepare well thought reports for the Mayor and City council
- Minimum 3 years of progressively responsible experience in Parks and Recreation environment and turf management
- Be able to successfully complete a drug screen and background check
- Valid State of Alabama driver's license with clear driving record from serious or frequent violations

OVER

EDUCATION

- High School graduate
- 2 or 4 year regionally accredited college graduate preferred