

RECREATION AND PARKS PROGRAM SUPERINTENDENT

Department: Recreation	Pay Grade: 21
Report to: Department Head	Hiring Salary Range: \$46,974 - \$58,718
FLSA: Exempt Position	Deadline to Apply: September 20, 2019

General Statement of Duties

Plans, coordinates, implements, and supervises a variety of athletic and other recreational activities for the department including supervision of the department's parks and open space areas. In the absence of the Recreation and Parks Director the Recreation and Parks Program Superintendent will fill in.

Distinguishing Features of the Class

An employee in this classification plans, coordinates, and supervises a variety of athletic, recreational and parks activities for the citizens of the community. Work involves considerable planning and scheduling of activities and contact with participants and officiating personnel including contractual agreements with officiating personnel. The employee modifies existing recreational programs in concert with the requested needs of the community; recruits part-time and volunteer staff as well as participants; publicizes program activities; and supervises the successful implementation of such programs. Employee also is responsible for ordering equipment and supplies and maintaining the safety of assigned grounds, buildings, and other facilities. Work is performed in accordance with departmental rules and policies and requires judgmental discretion in the application and interpretation of programs, game rules, and procedures. Employee is subject to hazards in Recreation and Parks including working in both inside and outside environments, in extreme hot and cold weather, and exposure to the hazards of motorized equipment. Work is performed under the general supervision of the Recreation and Parks Director and is evaluated in terms of program effectiveness, through observation and through discussions surrounding public acceptance.

Duties and Responsibilities

Essential Duties and Tasks

- Directly supervises and directs the work of Athletics Specialist.
- Directly supervises and directs the work of all part-time facility supervisor for department's parks and open space areas.
- Plans, organizes, and promotes athletic events and leagues for various age groups including such programs as softball, baseball, volleyball and basketball.
- Makes periodic observation and evaluation of athletic events and games for quality of competition, proper use of equipment and facilities, and sportsmanship.
- Oversees the department representative with website administrator for the Recreation and Parks department website and the department's on-line registration portal.
- Plans, coordinates, and reserves fields with outside groups and school agencies.
- Oversees the department representative that counsels and advises parents concerning participation of children in athletic and recreational activities.
- Plans, schedules, and supervises activities, facilities, supplies, and equipment.
- Assists in the formulation and execution of departmental rules and policies.

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- Provides necessary liaison with other public and private groups and agencies.
- Assists other staff with preparation of RecDesk and in other marketing efforts.
- Provides coach and staff/officiating training seasonally, along with administration and implementation of the background check program as well as various certification programs for all volunteer coaches.
- Assists other staff with classes and leisure time activities.
- Assists in the preparation of regular and special reports as required.
- Serves as project administrator for various park and facility improvement projects.
- Performs related duties as required.

Recruitment and Selection Guidelines

Knowledge, Skills and Abilities

- Considerable knowledge of principles, practices, and methods of recreational, athletics and parks programs.
- Considerable knowledge of current literature, trends, and developments in the field of public recreational, athletics and parks programs.
- Knowledge of standard resources, materials, and facilities utilized in a public recreational athletics program.
- Ability to effectively plan and execute a year round program of athletic and facility activities
- Ability to plan and coordinate the work of temporary or part time workers.
- Ability to express ideas effectively and communicate effectively in oral and written forms.
- Ability to deal tactfully and courteously with the public.
- Ability to establish and maintain effective working relationships with officials, parents, athletes, employees, supervisors, and citizens.

Physical Requirements

Must be able to physically perform the basic life operational functions of reaching, talking, and hearing. Must be able to perform sedentary work exerting up to 50 pounds of force occasionally; and/or up a negligible amount of force frequently or constantly to lift, carry push, pull, or otherwise move objects. This position may require more than normal movement and activity due to the nature of the work. Must possess the visual acuity to prepare and analyze data, operate a computer terminal, do extensive reading, utilize measuring devices, and inspect work of others.

Desirable Education and Experience

Graduation from a four year college or university with a degree in recreation administration, physical education, or related degree and some experience in recreational programming; or an equivalent combination of education and experience with four years experience with program budgeting, supervising and program planning.

Special Requirements

Possession of a valid North Carolina driver's license. CDL's Preferred.
First aid, CPR and AED certifications are required.