

East Overshoe Park District

East Overshoe, West Dakota

Job Description

Position Title: Recreation Supervisor

Organizational Unit: Division of Recreation

Overall Position Responsibilities: Responsible for planning, organizing, and supervising the following program units.

Playgrounds	Show wagon	Teen programs	Mobile recreation
Special trips	Special events	Adult leisure education	

Specific Position Duties:

- Directs wide variety of activities for assigned units of responsibility
- Recruits, selects, directs, and evaluates recreation leaders and volunteers as needed
- Operates programs within established budget guidelines
- Recommends policies and programs for Division of Recreation
- Assists in assessments of community needs and wants
- Submits program reports, evaluations, inventories, and proposals to Superintendent of Recreation in a timely manner
- Establishes and maintains positive cooperative planning and work relations with public agencies and nonprofit organizations serving East Overshoe, including but not limited to the Chamber of Commerce, school district, and YW/MCA
- Develops and provides all appropriate program publicity
- Assists in preparation of annual budgets and supporting materials
- Conducts workshops and in-service training programs as needed and/or directed
- Evaluates all assigned program areas using appropriate methods and data
- Monitors performance of recreation leaders and volunteers and provides timely feedback
- Maintains current, thorough, and accurate records for all assigned program units

Supervision Received and Exercised:

- Reports to the Superintendent of Recreation
- Directly supervises part-time and seasonal recreation leaders and volunteers

Relationships and Key Contacts:

- Has frequent contact with Superintendent of Recreation regarding goals and objectives, policy issues, and program coordination
- Has frequent to moderate contact with general public regarding program offerings
- Has frequent contact with other Recreation Supervisors regarding coordination of program planning, scheduling, implementation, and evaluation
- Has moderate contact with news media and general public regarding publicity and public relations
- Has occasional to moderate contact with other community groups serving the public regarding service provision

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Required Knowledge, Skills, and Abilities:

- Ability to be flexible in all aspects of job responsibility
- Ability to communicate effectively
- Skill in operating audio-visual equipment
- Knowledge of basic management functions
- Ability to establish and achieve goals and objectives
- Knowledge of East Overshoe community demographic characteristics

Education and Professional Experience:

- Baccalaureate degree in Recreation, Parks and Tourism or related field

Special Requirements:

- Current CPRP or eligibility for CPRP designation
- Current American Red Cross First Responder First Aid and CPR certification

Preferred Knowledge, Skills, and Abilities:

- Ability to speak conversational Spanish

Review and Approval:

_____	_____
Superintendent of Recreation	Date
_____	_____
Director of Recreation and Parks	Date
_____	_____
Director of Human Resources	Date

The City of East Overshoe is an Equal Employment / Affirmative Action Employer

“At Will” Disclaimer:

Unless specified otherwise by specific written contract, all employees of the East Overshoe Park District have an “at will” employment relationship with the District. Employees may terminate their employment at any time, with or without cause or advance notice, and the East Overshoe Park District has the same right.