

## POSITION WRITE-UP

<u>POSITION TITLE:</u>	RECREATION SUPERVISOR	<u>DATE:</u>	March, 2010
<u>DEPARTMENT:</u>	Park and Recreation	<u>REVISED:</u>	March, 2010
<u>ACCOUNTABLE TO:</u>	Superintendent of Recreation	<u>DIVISION:</u>	Recreation

### **PRIMARY OBJECTIVE OF POSITION**

Plans and implements recreation programs and services based on community interest and need. This position is responsible for supervising staff and programs, evaluating program effectiveness, creating new programs, coordinating services with school and community organizations, working with budgets and handling some administrative functions.

### **MAJOR AREAS OF ACCOUNTABILITY**

#### **GENERAL RECREATION PROGRAMMING**

Plans, designs, initiates and supervises recreation programs, activities and service's that provide high quality leisure opportunities for all segments of Plymouth's population. Frequently analyzes and evaluates recreational opportunities to ensure that we are effectively meeting the needs and interests of our constituents.

- Proposes, designs, implements new programs, initiatives and events.
- Provides supervisory oversight for assigned programs.
- Evaluates program effectiveness and service quality to ensure outcomes are met.
- Implements program modifications to enhance the service and/or ensure quality experiences.
- Works cooperatively with department staff, city staff, schools and other agencies to establish innovative joint partnerships, creative recreation programs and entrepreneurial services.
- Coordinates and schedules programs and activities with other City departments, divisions, facilities and/or community organizations.
- Purchases, distributes, inventories and maintains recreation program supplies and equipment.
- Plans and coordinates assigned community special events (i.e Fire & Ice, Plymouth on Parade). Assists staff with the implementation of non-assigned community events.

Works collaboratively with the Volunteer Coordinator to maximize opportunities and to ensure the success of the volunteer experiences.

Reports to and receives input periodically from the City Council and the Parks and Recreation Advisory Commission on programs and events.

#### **MANAGEMENT**

Remains abreast of current recreation trends on the state, regional and national level in the areas of recreation programming, administration, leadership/management practices, employee training and supervision, marketing and risk management.

Presents comprehensive program ideas, plans and recommendations to the Parks and Recreation team for discussion and approval.

Employee/Contract Service Management:

- Recruits, hires and supervises seasonal/part-time staff.
- Prepares and submits employment forms and supporting documentation in a timely manner.
- Develops and implements staff orientation and training information.
- Provides on-going supervision, performance reviews and employee discipline.
- Prepares, negotiates and tracks appropriate contractual agreements and documentation.

**CUSTOMER SERVICE**

Responds to public inquiry and communicates departmental procedures, programs and other necessary information in an accurate, timely and professional manner.

- Ensures that program information is publicized and promoted effectively.
- Remains informed on current City information, park development and recreation programming issues in order to respond appropriately to the public.
- Makes program operational decisions in a timely manner (i.e. cancellations, class size adjustments).
- Assists the office support staff as needed (i.e. front counter support, answering phones, program registrations).
- Handles complaints and inquiries in a courteous, polite and professional manner.

Establishes, builds and promotes positive communications and partnerships with City departments and community organizations.

- Serve as department liaison to establish positive community relations with area school districts, local agencies and organizations, and other public/private entities.
- Partners with City departments and organizations on major community events and activities.
- Works in concert with all City staff and community members to quickly and effectively resolve issues.

**ADMINISTRATIVE**

Prepares and maintains a variety of reports, correspondence, and documentation to ensure quality programs and services.

Budget:

- Develops, negotiates and implements individual program budgets.
- Monitors monthly budget reports and makes necessary adjustments to meet program goals.
- Maintains necessary records, statistics and reports to track and document budget status.
- Identifies and evaluates program/product vendors and obtains bids, quotes and proposals.
- Works with staff to develop the overall recreation division budget.

Programs/Staff:

- Prepares professional reports, statistical information and presentations as needed (i.e. program status reports, participation trends, new initiative opportunities).
- Prepares and presents staff orientation, training and evaluation materials.
- Works collaboratively with community businesses, organizations, schools, and groups to secure event sponsorships and/or donations.

Keeps superintendents, director and maintenance personnel informed and up-to-date on recreation programs, services, and other areas of responsibility.

- Attends scheduled meetings and provides input/assistance for department initiatives, tasks and projects.
- Monitors and responds to playfield or program site facility complaints.
- Keeps the maintenance division fully aware of any special needs, services or requests that will ensure effective and efficient operations of parks and recreation programs.
- Act as a City representative or liaison to community organization and/or associations.
- Attends and provides presentations at City Council and/or Parks and Recreation Advisory Commission meetings when appropriate.

Assists with other duties and responsibilities as assigned.

**MARKETING/COMMUNICATION**

Works with staff to promote and market recreational programs, services and activities to the community.

- Design, prepare and distributes marketing pieces (i.e. flyers, program brochures, newspaper articles, press releases, email releases).
- Prepares correspondence, letters and presentations.
- Represents Plymouth and the department in a professional and positive manner through public speaking engagements and correspondence.

**PROGRAMMING FOCUS AREAS**

The addendum for each focus area defines program responsibilities and additional qualification requirements.

- Adaptive/Inclusion Services and General Programs
- Arts and General Programs
- Aquatics, Safety and General Programs
- Sports, Facilities and General Programs
- Fitness, Health and General Programs

**PERFORMANCE CRITERIA**

Effectively establishes and maintains work assignments in a thorough, accurate, and timely manner.

Demonstrated skill and proficiency with technology, word processing, spreadsheet programs, marketing/design software and registration systems.

Demonstrates considerable ability to effectively interact and build relationships with the public, staff and other agencies in a tactful and courteous manner.

Skilled in applying judgment and discretion in addressing issues, problems and concerns raised by the public, program participants, contractors, collaborating organizations and staff.

Administers parks, recreation, and special event programs, activities and facilities within budgetary and time constraints.

Demonstrates the ability to apply creative, innovative and effective solutions.

Provides effective supervision and leadership of staff and volunteers.

Knowledge of City and departmental procedures and policies, City code, park facilities and locations.

Skilled in applying judgment and discretion in addressing issues, problems and concerns raised by the public and staff.

**MINIMUM QUALIFICATIONS**

- Bachelors degree in Parks, Recreation and Leisure studies, Education or related field
- 4 years of progressive experience supervising recreational programs and services.
- 3 years of experience in budget preparation and management.
- Strong written and oral communication skills.
- Good technology skills and computer experience; proficient in Microsoft Outlook, Microsoft office suite (Word, Excel, Publisher and Powerpoint) and recreation registration software.
- Ability to lead teams of employees in a planning process, followed by implementation.
- Ability to handle multiple priorities and demands for programs and facilities.
- Ability to respond to both our internal and external customers in a courteous and professional manner.
- Must possess a valid Minnesota driver's license (or valid within 30 days).

**Arts Specialist****FOCUS**

To enhance the role of arts and culture as a component of community vitality for Plymouth residents.

**GENERAL PROGRAMS EXAMPLES**

- Special events: Fire & Ice and the Autumn Art Fair.
- Plymouth Fine Arts Council events: Primavera, photo contest, banner contest, art exhibits.
- Music Programs/Events: Summer Entertainment series, jazz events, Music for Everyone consortium programs, and other music/performance events.
- Visual/Literary Arts Programs: art camp, painting on canvas, ceramics, glass mosaic tiles, etc.
- Drama/Theatre Programs: Prairie Fire Childrens Theater, acting & communications, stories in motion, etc.
- Dance Programs: ballet & tap, dance line, ballroom dancing, line dancing, dance recital, preschool dances,
- General programs: summer playground program.

**ADMINISTRATIVE DUTIES/LIAISONS**

- Develop and coordinate the sponsorship strategy for the department.
- Acts as a liaison to the Plymouth Fine Arts Council, the Music for Everyone Consortium, the Plymouth Concert Band, Community Theatre groups and the MRPA Arts Programming Section.
- Establish and maintain relationships with the Metropolitan Regional Arts Council and its related organizations.
- Develop and maintain relationships with Plymouth community schools, businesses, and civic organizations.

**ADDITIONAL QUALIFICATIONS**

- 1-2 years experience coordinating arts programs (i.e. drama, dance, music, visual)
- 1-2 years experience working with arts councils and/or organizations
- Experience coordinating community events
- Strong written and oral communications skills
- Creativity skills
- Excellent organizational skills
- Grant writing experience.

**DESIRED QUALIFICATIONS**

- 4 years experience working and/or programming for the arts (music, drama, visual, literary).
- Refer to physical demands supplement