



POSITION DESCRIPTION

JOB TITLE: Assistant Recreation Supervisor Job Class: 2216		
DATE Updated	DEPARTMENT OR SCHOOL Department of School and Community Services	DIVISION Division of Community Recreation
BARGAINING UNIT: ASC		FLSA STATUS: <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non exempt
Pay Schedule:	Pay Range:	Management Approval:
<p>POSITION SUMMARY and PURPOSE: (Describe the general nature and level of work performed by this position.) Responsible for planning and implementing specific recreation programs on a city wide basis. Under the general direction of the Recreation Supervisor, position is responsible for frontline supervisory responsibilities for part time recreation staff.</p>		

ESSENTIAL FUNCTIONS: Indicate the approximate percentage of time devoted to each major task or group of related tasks. Summarize position in no more than 15 tasks, each of which requires at least 5% of incumbent's time.

- NOTE:** An essential function must meet the following criteria:
- 1) The reason the position exists is to perform that function,
 - 2) No other employee is available to perform that function,
 - 3) The function is highly specialized, and
 - 4) Removing the function would fundamentally alter the job.

1. Assist in recruiting, training, assigning, supervising and evaluating part time recreation staff.
2. Provide necessary support, including supplies and equipment, to part time staff to ensure quality recreation programs.
3. Assist in maintaining financial, activity and budget records for given areas of responsibility.
4. Evaluate assigned recreation programs on seasonal basis and make recommendations to Recreation Supervisor.
5. Maintain close community contact to determine recreation needs and assist in planning, promoting and presenting special community events.
6. Prepare marketing strategies and publicity material for promotion of recreation programs.
7. Responsible for explaining and implementing MPS policy and Recreation Division procedures to part time staff and the public.
8. Serve as a team member on division, department, MPS or community committees and councils as assigned.
9. Actively supports the MPS Strategic Plan.
10. Performs other duties as assigned.

SUPERVISION RECEIVED: (Indicate the extent to which work assignments and methods are outlined, reviewed, and approved by others.)

Recreation Supervisor

SUPERVISION EXERCISED: (List the number and titles of personnel directly supervised. Specify the kind and extent of supervision exercised by indicating one or more of the following: (a) assign duties; (b) outline methods; (c) direct work in process; (d) review completed work; (e) sign or approve work; (f) make hiring recommendations; (g) prepare performance appraisal; (h) take or recommend disciplinary action.

JOB REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and ability required. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Education Requirements (Include certificates, licenses, and/or registrations required.)

Bachelor's Degree from an accredited college or university in Recreation or related field.

Experience Requirements

Minimum of one year full time experience in planning and implementing recreation programs. (May substitute Master's degree for one year of experience)

Knowledge, Skills, and Abilities

Strong oral and written communication skills. Knowledge of basic computer skills. Possession of a valid drivers license authorizing the use of a motor vehicle in the State of Wisconsin and use of a personal vehicle for travel to various recreation sites.

WORKING ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job with or without reasonable accommodation.

THIS DESCRIPTION DOCUMENTS THE GENERAL NATURE AND LEVEL OF RESPONSIBILITY ASSOCIATED WITH THIS POSITION. IT IS NOT INTENDED TO BE A COMPREHENSIVE LIST OF ALL ACTIVITIES, DUTIES AND RESPONSIBILITIES REQUIRED OF INCUMBENTS. IT IS NOT INTENDED TO LIMIT OR MODIFY THE RIGHT OF ANY SUPERVISOR TO ASSIGN, DIRECT, AND MONITOR THE WORK OF EMPLOYEES UNDER SUPERVISION.