



JOB DESCRIPTION

Job Title:	Recreation Supervisor		
Department:	Recreation	Division:	Operations
Reports To:	Recreation Manager	Status:	Full Time / Benefitted
EEO4 Job Category:	Paraprofessional	Pay Type:	Exempt
Supervises:	Seasonal staff, coaches, instructors, and volunteers	Last Revised:	February 2024

SUMMARY:

This position is responsible for the development, implementation, and evaluation of the Park District’s youth, adult, and therapeutic recreation programs and the scheduling of facilities where each program is held.

ESSENTIAL FUNCTIONS:

Evaluation of this position is based primarily on performance of the following essential functions, which include, but are not limited to:

- Assist and advise Recreation Manager on policy issues affecting the department. Remain current with Park District policies concerning personnel policies, financial management practices, and changes in youth, adult, and therapeutic recreation programs/sports standards.
- Hire, train, and supervise all staff associated with youth, adult, and therapeutic recreation programs. Ensuring programs are properly staff, and the staff trained on the proper safety regulations set forth by the Park District.
- Responsible for tracking and compiling payroll data for seasonal personnel working in related recreation area and submitting that information to HR on a timely basis.
- Assists in the preparation of the budget information as related to recreation and oversees the expenditure of approved funds.
- Develops, plans, organizes, schedules, and supervises a wide variety of youth, adult, and therapeutic recreation programs for community.
- Maintains selected facilities which are associated with the Recreation department. Ensuring facilities open on time, staffed correctly, and maintained and supplied correctly.
- Maintains inventory of supplies and equipment for recreation programs. Develops specifications for the programs and assists with oversight to ensure vendor compliance with specifications.
- Works with the community to identify needs and preferences and recommends the number and kind of recreational programs to be offered.
- Visits and observes programs in progress to evaluate program content and employee performance.
- Act as liaison between youth, adult, and therapeutic recreation programs/sports with public and program participants. Act as resource person to program participants and public. Provide professional advice in areas of youth, adult, and therapeutic recreation programs. Ensuring conflict with the public is handled in a professional and timely manner.
- Assist the Recreation Manager to utilize the budget to promote growth and expansion for youth, adult, and therapeutic recreation programs.
- Coordinate contracts with vendors seeking community based therapeutic recreation services and manage all contract requirements, including staff, billing, and documentation.
- Provide resource and referral information as appropriate.

OTHER FUNCTIONS:

Evaluation of this position may also be based on performance of the following other functions, which include, but are not limited to:

- Keeps direct supervisor promptly informed of key/significant issues or concerns.
- Ability to handle the public effectively.
- Carrying out duties and responsibilities in a safe and efficient manner to maintain safe work environment and surrounding area for oneself, co-workers and public.
- Responding to hazardous situations and/or potentially unsafe conditions by taking corrective action as capable and promptly notifying supervisory personnel.
- Performing related duties as assigned or apparent.
- Represent the Recreation department at local, state, and national affiliations and organizations.

EDUCATION/EXPERIENCE:

Accepted education and experience are as follows:

- Required:
Bachelor's degree from an accredited institution in recreation, therapeutic recreation programming, or related field.
- Preferred:
Four or more years related work experience in recreation programming, which included therapeutic recreation programming.

CREDENTIALS/LICENSES/CERTIFICATIONS:

- Must possess a valid driver's license.

OTHER REQUIREMENTS:

- Ability to develop and maintain effective working relationships with members of the public.
- Must have the ability to work nights, weekends, and holidays as needed.
- Ability to speak and write clearly, concisely, and persuasively using correct grammar, spelling, and punctuation with ability to communicate one-on-one or in group settings.
- Ability to perform work with a high degree of accuracy, detail, and organization.
- Strong business acumen, including problem solving, vision, ability to manage multiple programs, and meet deadlines, collaboration, leadership, decision making, and ability to analyze diverse facts and develop clear and concise reports and recommendations.
- A solid understanding of youth, adult, and therapeutic recreation program practices.
- Knowledge and experience in the preparation of budget estimates/forecasts.
- Knowledge of scheduling software as well as other office software.
- Knowledge of safety procedures and practices.
- Knowledge of first aid/AED/CPR.
- Ability to work independently.
- Maintain a positive and professional working relationship with peers, management, and support resources, with a constant commitment to teamwork and customer service.
- Maintain records and reports as required.
- Participate in institutional professional development and training.

SUCCESS FACTORS:

To successfully perform this job, the following training, knowledge, and abilities are required:

- **Required Training:** All Fargo Park District employees are required to complete all general mandatory training and/or review all applicable policies. These include, but are not limited to, blood borne pathogens, emergency communications, hazardous communications, slip/trips/falls, personal protective equipment, sexual and other forms of harassment, drug free workplace, violence in the workplace, fire prevention, concealed weapon, personal appearance/dress code, social media, distracted driving, cell phone use, ethics, and Park District computer use. Specialized and/or position specific safety training may be required.
- **Knowledge/Skills:** Must have a general knowledge of Fargo Park District programs, operations, and facilities. Knowledge and skill in computer operation and word processing, database, Windows, and spreadsheet software and telephone operation.
- **Staff Development:** Must develop staff in such a manner that each individual maximizes their potential. Such development should be consistent with any applicable succession plan.
- **Language/Mathematical Skills:** Ability to communicate effectively, both verbally and in writing. Ability to perform math related to budget, contract, reports, etc., consistent with the essential functions of the job.
- **Reasoning Ability:** Ability to research, plan, implement, problem-solve, and evaluate programs, activities, and operations. Ability to discern and effectively address relevant issues. Ability to troubleshoot and adopt creative solutions. Uses critical and systems thinking.
- **Attendance:** Regular and predictable attendance is expected and required. All Fargo Park District employees must be prepared to work flexible schedules, including evenings, weekends and/or holidays as required.
- **Other:** Must possess positive customer service attitude and image, dependability, good judgment, diplomacy, and appropriate confidentiality to all internal and external stakeholder groups. Must communicate effectively with all stakeholders. Ability to give and receive criticism with diplomacy. Ability to hold crucial conversations when needed.

PHYSICAL DEMANDS AND WORK ENVIRONMENT:

Essential Physical Requirements	Occasional	Frequently	Continuous
Lifting – Carry	Up to 20 lbs.		
Lift			
Floor to Waist	Up to 20 lbs.		
Waist to Shoulder	Up to 20 lbs.		
Shoulder to Overhead	Up to 20 lbs.		
Push/Pull	X		
Outdoors	X		
Standing/Walking	X		
Sitting		X	
Bending – Reach	X		
Twisting	X		

Work is generally conducted in an indoor office setting, although at times it may be conducted in an outdoor environment. The employee may be subject to adverse conditions which may include exposure to communicable diseases, undesirable weather, and potentially infectious materials.

PRE-HIRE REQUIREMENTS

Criminal Background:	Yes
Motor Vehicle:	Yes
Social Security Trace:	Yes
Credit:	No
Prior Employment:	Yes
Education:	Yes
Drug Screen:	No

GENERAL EXPECTATIONS:

The employee is to report suspected or actual harassment, abuse/neglect to the chain of command and work effectively and cooperatively with others inside/outside the agency. Must possess a valid driver’s license and reliable transportation in case of driving within or beyond the Park District is required.

Preserving valid certifications, licensure or registration is expected for those positions that require such, in order, to continue employment. It is essential for the employee to maintain all training required by the position.

Fargo Park District promotes a non-hostile and non-discrimination work environment. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job. Employees must always adhere to respectful conduct and language. The Board of Park Commissioners expects all employees to follow the department and Park District policies/procedures, rules, and regulations.

The preceding statements are intended to describe the general nature and level of work being performed by people assigned to this position. They are not to be construed as an exhaustive list of all job duties performed by personnel in this position.