



NEWPORT NEWS, VA
CITY OF OPPORTUNITY

JOB DESCRIPTION
**RECREATION PROGRAM SUPERVISOR -
SCHOOL AGE PROGRAM**
(RECREATION PROGRAM DIVISION)
PARKS, RECREATION AND TOURISM

Human Resources Department
700 Town Center Drive, Suite 200
Newport News, VA 23606
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GENERAL STATEMENT OF RESPONSIBILITIES

Under general supervision, this position is responsible for the oversight and management of the School Age Program. Reports to the Recreation Program Superintendent or Senior Recreation Program Supervisor.

ESSENTIAL JOB FUNCTIONS

Responsible for the effective supervision and administration of assigned program or facility to include completing required reports, marketing, budgeting, purchasing and financial transactions to include revenue collection, fundraising and grant submittal, staff organization and development, performance evaluations, employee relations, prioritizing and assigning work and related activities.

Coordinates balanced program offerings through the design of school age program activities. Oversees and develops short and long-term strategic goals pertaining to the planning, development, design and operational processes of the facility; develops and recommends policies and procedures to include participant registration, program operations, and safety and building operations; recommends internal branch organization; establishes and implements management systems to effectively meet operating goals and objectives.

Performs other duties as assigned.

PERFORMANCE STANDARD

Employees at all levels are expected to effectively work together to meet the needs of the community and the organization through work behaviors demonstrating the City's Values. Employees are also expected to lead by example and demonstrate the highest level of ethics.

REQUIRED KNOWLEDGE

- Recreational Programming - Extensive knowledge of recreational programming, facility operations, and available resources for assigned program to include professional recreational philosophies, principles and practices.
- Supervision - Extensive knowledge of leadership techniques, principles, and procedures to assign work, schedule, supervise, train, and evaluate the work of assigned staff.
- Customer Service - Knowledge of principles and processes for providing customer service. This includes setting and meeting quality standards for services, and evaluation of customer satisfaction.
- Safety - Knowledge of occupational hazards, safety precautions, and safety regulations related to recreational activities and other work related precautions.

REQUIRED SKILLS

- **Computer Skills** - Utilizes a personal computer with word processing, spreadsheet and related software to complete a variety of administrative tasks with reasonable speed and accuracy.
- **Judgement/Decision Making** - Uses logic and reasoning to understand, analyze, and evaluate situations and exercise good judgment to make appropriate decisions.
- **Interpersonal Relationships** - Develops and maintains cooperative and professional relationships with employees at all levels, representatives from all departments, organizations and the public. Effectively responds to and resolves complex inquiries and disputes.

REQUIRED ABILITIES

- **Communication** - Considerable ability to effectively communicate complex ideas and proposals. Ability to listen and understand information and ideas presented verbally or in writing.
- **Coordination of Work** - Ability to establish and implement effective administrative programs and procedures. Ability to plan and organize daily work routine and establish priorities for the completion of work in accordance with sound time-management methodology. Performs a broad range of supervisory responsibilities over others.
- **Financial Management** - Ability to perform arithmetic, algebraic, and statistical applications to perform purchasing and financial transactions. Ability to employ economic and accounting principles and practices in the analysis and reporting of budgeting data.

EDUCATION AND EXPERIENCE

Requires a Bachelor's Degree in Recreation, Leisure Studies, Therapeutic Recreation or a related field and 5-7 years experience in professional recreational programs with 1-2 years of lead or supervisory experience, or an equivalent combination of education and experience.

ADDITIONAL REQUIREMENTS

An acceptable general background investigation to include a local and state criminal history, sex offender registry check, and a valid driver's license with an acceptable driving record.

Individuals in this position cannot be listed as having a founded child abuse or neglect complaint.

PHYSICAL REQUIREMENTS

- Tasks require the ability to exert very moderate physical effort in light work.
- Some combination of stooping, kneeling, crouching and crawling.
- Some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (10-20 pounds).

SENSORY REQUIREMENTS

- Some tasks require the ability to perceive and discriminate sounds and visual cues or signals.
- Some tasks require the ability to communicate orally.

ENVIRONMENTAL EXPOSURES

Performance of essential functions may require exposure to adverse environmental conditions, such as dust, pollen, temperature and weather extremes, traffic hazards, violent individuals, infectious disease, or rude/irate customers.