

CITY OF AVON
CLASSIFICATION SPECIFICATION
 An Equal Opportunity Employer

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Classification Title:	Recreation Supervisor	Civil Service Status:	Unclassified
Department:	Parks and Recreation	FLSA Status:	Non-Exempt
Immediate Supervisor:	Recreation Coordinator	Bargaining Unit Status:	Excluded
Employment Status:	Part-Time	Positions Supervised:	Recreation Specialist

JOB RESPONSIBILITIES:

Performs other related duties as required

Under general supervision of the Recreation Coordinator, inspects and monitors facility conditions to ensure safety and security for staff and the public; supervises Recreation Specialists staffing and preparedness to ensure safe and adequate observation of patrons; prepares and/or completes all assigned reports and/or documentation of facilities and operations to promote effective and efficient programs.

QUALIFICATIONS:*

Any combination of training and work experience which indicates possession of the knowledge, skills, and abilities listed. An example of an acceptable qualification for this position:

Must possess or obtain prior to employment, current American Red Cross Certification or equivalent;* must be certified in first aid, CPR including use of automatic external defibrillator (AED); * proficiency in Microsoft Office, particularly Excel, Outlook and Word.

***Must obtain within forty-five (45) days of employment.**

ILLUSTRATIVE DUTIES: (The duties listed below are intended to depict tasks performed by this classification.)

Performs a variety of established/assigned tasks in order to ensure the effective and efficient operation of certain City recreation programs.

Supervises the activities of Recreation Specialists (e.g., schedules and assign tasks and staff; reviews work to ensure proper completion; provides direction and instruction; leads and motivates; may recommend discipline or commendation; assists with the evaluation of performance).

Prepares all necessary reports, including, but not limited to: incident reports, supervisor shift reports, daily financial records, facility inspection reports, first aid reports.

Assists in preparing the facility and staff for activities, classes, programs, and special events. May assist the Recreation Coordinator in the promotion of facility activities and special events.

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Supervises emergency action plan responses and implementation of standard operating procedures. Coordinates appropriate responses to emergencies, accidents, and incidents.

Provides information and assistance to patrons in a professional and courteous manner; receives and responds to public complaints in a courteous and respectful manner.

Maintains required licensures, certifications, etc.

Demonstrates regular and predictable attendance.

Meets all job safety requirements and all applicable OSHA safety standards that pertain to essential functions.

Performs other related duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES necessary to perform duties (* indicates developed after employment)

Knowledge of: City/Department goals and objectives;* City/Department policies and procedures;* supervisory principles and practices; safety practices and procedures; life saving techniques; first aid practices; CPR; sanitary practices; methods, skills and protocols used to help prevent and respond to emergencies, records management.

Skill in: Administering first aid and CPR; computer operation; use of modern office equipment.

Ability to: communicate effectively with other employees and the public; provide and carry out instructions in written, oral, or picture form; deal with problems involving several variables within familiar context; recognize unusual or threatening conditions and take appropriate action; train or instruct others; calculate fractions, decimals, and percentages; prepare accurate documentation; maintain records according to established procedures; compile and prepare reports; understand a variety of written and/or verbal communications; develop and maintain effective working relationships with coworkers, supervisors, and the public; travel to and gain access to work site; demonstrate physical endurance; demonstrate physical agility; perform heavy manual labor for extended periods of time in often adverse conditions, including occasionally lifting, pushing, pulling, or carrying objects weighing up to thirty-five (35) pounds.