



Job Title:	Assistant Recreation Center Supervisor
Department:	Various
Pay Grade:	306
FLSA Status:	Non-Exempt

JOB DESCRIPTION

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions described herein. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

JOB SUMMARY

This position assists in planning, organizing, and coordinating activities for assigned recreation center and/or park for Richland County Recreation Commission (RCRC). Work involves assisting in the planning, organizing, directing, and evaluating of a diverse community program of recreational, athletic, social, and cultural activities for all ages; assisting in organizing and scheduling classes at recreation centers; overseeing assigned programs such as after school and summer camp programs; assisting in collection and reporting of fees; ordering supplies; and providing safety and security checks of facilities. This position also provides oversight of park activities and patrons as well as supervises assigned staff and volunteers.

ESSENTIAL JOB FUNCTIONS

- Performs responsible technical work assisting the Recreation Center Supervisor in managing the operation of a park facility and coordinating facility use.
- Enforces RCRC rules and regulations.
- Assists in planning, organizing, and conducting recreation program goals.
- Oversees after school program during the school year; assists with homework.
- Assists in planning, organizing, directing, and evaluating a diverse, community program of recreational, athletic, social, and cultural activities for all ages and ability groups at a specified site.
- Driving to and from different locations within the Agency.
- Assists the Recreation Center Supervisor in organizing and scheduling classes, park activities, special events, and new programs at the recreation center and park.
- Assists the Recreation Center Supervisor in collecting fees and charges; in depositing collections; in preparing and submitting financial statement; and in maintaining accurate records.
- Supervises recreation program participants in leisure and social activities as assigned; ensures safety of program participants.
- Assists with sports camps.
- Monitors effectiveness of programs.
- Submits reports and assignments that are accurate and timely.
- Observes assigned work hours.
- Supervises, makes assignments, monitors and evaluates performance, trains, and counsels assigned employees.
- Coordinates work of assigned volunteers.

- Recommends the hiring of part-time staff; assists the Recreation Center Supervisor with the supervision of the premises and part-time staff.
- Schedules the use of buildings and grounds at an assigned recreation site; and opens and secures facilities as needed.
- Conducts facility safety inspections; prepares and submits maintenance requests; orders and receives facility supplies; conducts inventories; and prepares related reports as required.
- Assists with RCRC county-wide activities.
- Responds to inquiries and complaints; provides information.
- Assumes the duties of supervisor in his/her absence.
- Follows through with the appropriate action to prevent accidents or injuries; immediately reports any hazardous or potentially hazardous conditions in the building and on the grounds.
- Makes purchases necessary for park operations upon approval.
- Oversees assigned event set ups/break downs.
- Attends meetings and training sessions.
- Performs light custodial duties when necessary.
- Performs other duties as necessary.

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS

- Bachelor's degree in recreation, management, business administration, or a related field.
- Three (3) years of related work experience including one (1) year of supervisory experience.
- Or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities for this position.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of basic financial record keeping.
- Knowledge of management of recreation programs and projects related to assigned position.
- Knowledge of management of parks.
- Skill in communicating, both verbally and in writing.
- Skill in negotiating deadlines.
- Skill in providing customer service.
- Ability to develop, plan, coordinate, and direct a wide variety of programs and activities involved in a community recreation program.
- Ability to supervise and train others.
- Ability to manage facility programs and projects.
- Ability to define, measure, and evaluate results of programs and events.
- Ability to prepare the required reports such as accident or inventory reports.
- Ability to schedule use, open/close, and inspect park/recreation buildings and grounds to maintain safe and functional conditions.

CERTIFICATION, LICENSE, AND SPECIAL REQUIREMENTS

- Certified in First Aid and Cardiopulmonary Resuscitation (CPR).
- Must possess a valid Driver's License to drive an RCRC vehicle, and produce an acceptable 10 year driving record.

PHYSICAL DEMANDS

The work is light work and requires exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force to move objects; work may also require handling, hearing, kneeling, lifting, mental acuity, reaching, repetitive motion, standing, stooping, talking, visual acuity, and walking.

WORK ENVIRONMENT

Work is typically performed in a relatively safe, secure, and stable work environment. Requires working extended hours, weekends, and holidays as required and being able to work outside as needed.

Richland County Recreation Commission has the right to revise this position description at any time, and does not represent in any way a contract of employment.