



DEPARTMENT OF HUMAN RESOURCES
CITY & SCHOOLS

CITY OF STAUNTON
POSITION DESCRIPTION

JOB TITLE: Superintendent of Recreation	DEPARTMENT: Parks & Recreation
IMMEDIATE SUPERVISOR: Director of Parks & Recreation	GRADE/RANK: 18
	FLSA/ESSENTIAL STATUS: Exempt

GENERAL DEFINITION AND PURPOSE OF WORK:

Performs responsible professional work in the planning, development, and supervision of specialized recreational and educational activities or programs which are open to the public

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

The minimum performance expectations include, but are not limited to, the following functions/tasks:

- Develops, schedules and supervises specialized recreation and cultural activities;
- Plans for future needs of community including assessing citizen's needs and desires, feasibility of offering a program or class, cost analysis and working with staff to develop operational plans. Supervises staff after program assignment has been made.
- Evaluates the programs for effectiveness and cost accountability;
- Hires and supervises Facility Coordinators, trains personnel, evaluates performance, checks and approves time and attendance of staff, handles all personnel issues including standards of conduct and discipline.
- Acts as resource person in the given specialty to other recreation specialists or leaders and to community civic groups;

- Acts as representative of the Parks and Recreation Department at meetings or conferences involved with the supervised specialty;
- Serves as Acting Director in the absence of the Department Director
- Plans and Administers the Aquatic Programs, supervision of Pool Manager and all pool staff
- Solicits the services of and trains volunteers or part-time help as necessary to satisfactorily carry out the specialty program involved;
- Coordinates with school and community groups regarding programs and facilities;
- Develops and administers division's annual budget;
- Performs program contract management;
- Supervises the financial activity records and submits periodic and special reports;
- Promotes programs through news releases, flyers and personal interviews;
- Oversees scheduling athletic leagues and athletic facilities for both outdoor and indoor activities;
- Purchases supplies and equipment for programs and facilities and;
- Performs other related duties as assigned by supervisor.

KNOWLEDGE, SKILLS AND ABILITIES:

Must have extensive knowledge of the principles and practices of professional recreation work and knowledge of first aide procedures and practices, of OSHA standards, training and safety standards required in recreational work. Must have the ability to schedule and coordinate a recreation program on a City-wide basis. Must have leadership and management skills to operate an extensive program and the ability to train and supervise staff. Also have the ability to develop and work effectively with community groups, participants and other contacts as needed to perform tasks and the ability to prepare and present both oral and written reports. Must have analytical skills to evaluate and make recommendations for programming and computer skills needed for basic word processing and accounting.

QUALIFICATIONS/EDUCATION AND EXPERIENCE:

Master's degree from an accredited college or university in Recreational Administration, or related degree or equivalent amount of training and experience. Some experience at a professional level in programming and supervision in recreational related field.

SPECIAL REQUIREMENTS:

Possession of a valid Playground Safety Inspectors certification.

Possession of a valid appropriate driver's license issued by the Commonwealth of Virginia and a good driving record. Required to work evenings, weekends and holidays based on program needs. May work in adverse weather conditions.

PHYSICAL DEMANDS and ENVIRONMENTAL CONDITIONS:

This is both on-site and office work. On-site work frequent requires the exertion of up to 20 pounds of force and occasionally of 50 pounds of force to lift and move objects. Work requires frequent bending, squatting, kneeling, climbing, and reaching above shoulders. Office work requires repetitive motions for keying information into computer or providing documentation and notes for recordkeeping. Vocal communication is required for expressing or exchanging information and instructions by means of the spoken word; hearing is required to perceive information at normal spoken word levels, and to receive detailed information through oral communications and/or to make fine distinctions in sound; visual acuity is required for supervision of participants, report and incident writing and entering computer data and observing general surroundings and activities.

ADA:

The employer will make reasonable accommodations in compliance with the American with Disabilities Act of 1990.

SUPERVISORY RESPONSIBILITIES:

Position supervises full-time and part-time hourly staff, volunteers, student workers and individuals contracted to provide programs and services. Summer supervision increases to offer pool programs.

EXAMPLES OF EXPECTED DECISION MAKING:

Develops annual budget and presents for consideration to the Director of Parks and Recreation. Determines what programs to develop based on resources and needs of community, monitors budget expenditures, and determines staff needs for program offerings. Conducts an evaluation of each programs to determine if it should be continued or altered to better meet the needs of the community. Makes hiring, evaluation, discipline and termination decisions for employees under their supervision.

This job description in no way states or implies that these are the only duties to be performed by this employee. The Superintendent of Recreation will be required to follow any other instructions and to perform any other related duties as assigned by the supervisor. The City of Staunton reserves the right to update, revise or change this job description and related duties at any time.

EVALUATION:

Performance of this job will be evaluated in accordance with city policy, using information from various sources to study and review the position holder's ability and effectiveness in carrying out the above responsibilities.

Approved by: Director of Parks and Recreation and Chief Human Resources Officer

Revised Date: 2019