



DEPARTMENT OF HUMAN RESOURCES
CITY & SCHOOLS

CITY OF STAUNTON
POSITION DESCRIPTION

JOB TITLE: Assistant Superintendent of Recreation	DEPARTMENT: Parks & Recreation
IMMEDIATE SUPERVISOR: Director of Parks & Recreation	GRADE/RANK: 15
	FLSA/ESSENTIAL STATUS: Non-Exempt

GENERAL DEFINITION AND PURPOSE OF WORK:

Performs responsible professional and administrative work in planning, developing and supervising a variety of leisure recreation programs, activities and sports.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

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

- Assists in the planning, developing and scheduling of a variety of recreation activities and programs suited to the needs of the community's participants;
- Plans and administers the before/after school and summer playground programs;
- Plans and administers all publicity efforts including flyers, social media, posters, newspaper articles, department brochure, web information and other media as needed;
- Plans, develops, organizes and supervises a wide range of leisure activities including organized programs, self-directed activities, trips and tours, and special events;
- Develops and fitness and health program for a variety of ages and interests;
- Develops and supervises programs for special groups in the community including youth,

families, seniors, pre-school, handicapped and minority members;

- Schedules and establishes, and enforces safety and other rules and regulations, and maintains order and discipline;
- Conducts public relations for programs, publicizes events and special activities, assists or prepares flyers, brochures and other marketing media, participates in active public relations programs, attends community group meetings and social functions in encouraging the development of recreational programs and activities;
- Schedules and supervises use of facilities by participant groups and establishes and enforces safety and other rules and regulations;
- Solicits and supervises volunteers, student workers and subordinate staff, and cooperates with and schedules specialized instructors;
- Prepares budget for program areas;
- Prepares periodic and special reports on activities, requests materials and supplies and assists in the preparation of the recreation budget;
- Supervises and/or assists in the maintaining of cleanliness and order of the facility and recreational equipment;
- Supervises the full time Recreation Programmer and monitors department program offerings and;
- Performs other related duties as assigned by supervisor.

KNOWLEDGE, SKILLS AND ABILITIES:

Must possess a knowledge of principles, rules, materials and equipment required for a variety of recreational activities. Must possess a knowledge of the philosophy and objectives of public recreation and the social and behavioral characteristics of program participants. Must have the ability to analyze the needs of community and develop programs to meet needs and to develop, operate and evaluate programs based on community needs and resources available. Must have organization and public relation skills and the ability to supervise and manage instructors, staff and participants and be able to instruct participants and cooperate with instructors. Have the ability to adhere to program standards and objective outlined by superiors, lead and instruct groups in games, sports and other recreational activities and be able to communicate effectively both orally and in writing and to meet and deal tactfully with the public. Must have the ability to resolve disputes with firmness and impartiality and be able to prepare records and reports. Must have computer skills including database management and word processing.

QUALIFICATIONS/EDUCATION AND EXPERIENCE:

Graduation from an accredited college or university with major work in recreation, leisure services or related field or the equivalent amount of training and experience.

SPECIAL REQUIREMENTS:

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:

Supervises part-time hourly staff, volunteers, student workers and individuals contracted to provide programs and services.

EXAMPLES OF EXPECTED DECISION MAKING:

Determines what programs to develop based on resources and needs of community, monitors budget expenditures, and determines staffing needs for program offerings.

This job description in no way states or implies that these are the only duties to be performed by this employee. The Assistant 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