



## **RECREATION LEADER – SITE SUPERVISOR**

**FLSA: Non-Exempt**

Grade 17 \$31,288.24 - \$50,061.17

### **GENERAL DEFINITION**

Provides supervision and assistance in the delivery and conduct of recreational programs and leisure services activities for the City. Assignment areas include, but are not necessarily limited to, tennis, athletics, after school and summer camp programs, arts and crafts, and leisure services. Supervises recreational programs at various locations within the City. Work is performed with significant latitude and in accordance with established departmental policy. Technical assistance is available in planning program delivery and coordinating specialized activities. Essential job duties, as outlined herein, are performed according to the specific area of assignment.

### **ESSENTIAL JOB DUTIES**

The list of duties and functions, as outlined herein, is intended to be representative of the type of tasks performed within this classification. They are not listed in any order of importance. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Supervision of Part-Time Recreation Leaders in the various recreation divisions including; childcare, athletics, special events, active adults, and tennis.
- Plans, assigns, delegates, and reviews the work of Part-Time Recreation staff in the delivery of recreational programming.
- Responds, resolves, and relays all Part-Time staff concerns and issues to the Recreation Coordinator of the division.
- Responsible for monitoring inventory and purchasing required supplies as necessary.
- Greets internal and external customers of the department; provides assistance or directs to appropriate entity.
- Receives and responds to general information requests from the public.
- Supervises activities for varying recreation activities, e.g., game and activity room, athletics, tennis, youth programs, senior activities, after school, and camp facilities.
- Leads and supervises groups engaged in recreational activities.

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- Maintains equipment on athletic fields and in recreation programs.
- Assists in the preparation of special events as directed.
- Collects, records, and accounts for fees paid for recreational, leisure services, and athletics programs.
- Checks facilities for safety factors and reports broken or damaged equipment/facilities to appropriate staff.
- Occasional operation of City vehicle required.
- Responsible for opening, closing, and securing of assigned facilities/locations.
- Establishes and maintains effective working relationships with internal customers, external entities, and the general public.
- Communicates with co-workers, management, citizens, and others in a courteous and professional manner.
- Requires regular attendance to scheduled work shifts.

### **KNOWLEDGE, SKILLS & ABILITIES**

- Considerable knowledge of the principles, rules, materials, and equipment used in most recreation activities.
- Considerable knowledge of the leisure service activity needs of the community.
- Interpersonal skills for communicating and leading recreational activities for a demographically and culturally diverse community.
- Ability to work independently under limited supervision in carrying out department recreational programming.

### **MINIMUM ACCEPTABLE EDUCATION, TRAINING & EXPERIENCE**

Bachelor's degree in Recreation or other related studies or High School graduate or GED equivalent with 6 months' previous recreational program experience. Requires CPR and First Aid certification. Requires Valid State of Florida Class "E" Driver's License.

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**PREFERRED**

Child care positions: 40-hour child care certification.

**PHYSICAL REQUIREMENTS**

The City of Oakland Park is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act (42 U.S. C. 12101 et. seq.), the City of Oakland Park will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- The ability to stand, sit, walk, talk, and hear.
- Must be able to operate objects, tools or controls and reach with arms and hands.
- The employee is occasionally required to climb, balance, stoop, kneel, crouch, or crawl.
- Traverse rough terrain, walk up or down stairwells, ladders, or steps.
- The employee must frequently lift and/or move up to 35 pounds.
- Must be able to remain outdoors for extended periods of time in high heat and humidity conditions.
- Vision ability includes close and peripheral vision and depth perception.
- Oral communications ability.

A review of this position has excluded the marginal functions of the position that are incidental to the performance of fundamental job duties. All duties and responsibilities are essential job functions and requirements are subject to possible modifications to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbent(s) will possess the abilities and aptitudes to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat of significant risk to the health or safety of themselves or other employees. Requirements are representative of the minimum level of knowledge, skills, and ability.

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I \_\_\_\_\_ have read and acknowledge receipt of the job classification.

\_\_\_\_\_  
Employee signature

\_\_\_\_\_  
Date