



**RECREATION SUPERINTENDENT  
JOB DESCRIPTION**

JOB TITLE: Recreation Superintendent	CLASSIFICATION: Official/Administrator	IMMEDIATE SUPERVISOR: Parks & Recreation Director
PAY GRADE: 131	DEPT: 7210 Recreation	STATUS: <u>FT</u> PT <u>EXEMPT</u> NON-EXEMPT BARG UNIT <u>NON-BARG UNIT</u>

**JOB SUMMARY:** Responsible for planning, implementing and supervising programs at Village facilities including community parks and recreation center. Work is performed under the general supervision of the Parks and Recreation Director.

**SUPERVISION EXERCISED:** Program Supervisors, Program Coordinators, Custodian, Administrative staff, Facility Attendants, Camp Staff, Event Staff, Volunteers, Sports Providers and Independent Contractors.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Plans, organizes, implements, supervises, and directs recreational programs for all segments in the Village. Provides leadership and direction in the development of long and short range recreation programming. This may include but is not limited to: summer camp programs, pre-school classes, arts and crafts, senior programs, team sports, teen programs, and other recreation programs.
- Reviews current programs offered for registrations, attendance, and revenues. Makes recommendations to continue, add or delete programs.
- Gathers and consolidates the schedules for park sites and facilities, and arranges for use of recreation facilities for special events
- Assists Program Supervisors with the development of future program and activity budgets for submittal to the Director by reviewing current program records/reports, attendance, revenues, expenditures, and supplies.
- Assists the Department Director with creation, implementation and adherence of Recreation policies and procedures. Ensures distribution and adherence of those policies with any required training being organized and provided to staff. Organizes staff to attend Village training seminars.
- Assists Director with budget costs, requesting costs and quotes of equipment and future improvements needed in Recreation.
- Assists in the selection, interview and hiring of department personnel. Recruits instructors and volunteers needed for recreation programs.
- Directs assigned departmental staff, reviews scheduling to ensure proper coverage for building and programs. Adjusts schedules and or work hours to accommodate call outs or absence of staff.
- Reviews personal leave requests, schedule changes, Recreation Department payroll and monitors overtime costs.
- Oversees the daily use, cleanliness, maintenance and safety of Recreation Center and surrounding area/facilities. Periodically does a building walkthrough and reports any issues needing attention, or safety concerns.

- Conducts and reviews department performance evaluations. Recommends and proposes corrective action, improvement plans, or termination of staff.
- Responds to and resolves complaints with citizens, customers, public officials, agencies, organizations, and schools.
- Coordinates activities/projects with other departments. Works closely with Parks Superintendent to plan, organize and staff properly for events.
- Serves as department liaison/representative with the Village's Primary Sports Providers. Responsible for supervision and compliance to Village policies and procedures of third party and independent contractors.
- Oversees and assists staff with the recreation program/registration software and related computer programs used by staff and the general public.
- Investigates and reports accidents and injuries or property claims in the Recreation Department. Ensures report is filled out in compliance with Village policies and procedures including photos if necessary.
- Responsible for pre and post severe weather/emergency management events and directing of staff and residents.
- Trained in required ICS/NIMS. Monitors and ensures all staff are completing ICS/NIMS training by position.

**OTHER DUTIES:**

- Attends meetings, conferences, advisory board meetings, and in the absence of the Parks & Recreation Director, attend Council and weekly Director Staff meetings.
- Responds to emergency calls and assigns personnel as needed.
- Responsible for the daily operation of the Recreation Department, Parks Department and Community and Cultural Events in the absence of the Parks & Recreation Director.
- Performs other related duties as required.

**DESIRED MINIMUM QUALIFICATIONS:**

Education and Experience:

- At least four (4) years of college level coursework in recreation and parks administration, public administration, leisure services or related field.
- Five (5) years serving in a supervisory or administrative capacity in organizing recreation programs
- Any related combination of training and experience.
- Certified Parks and Recreation Professional (CPRP) or ability to obtain certification within eighteen months of hire date.

Knowledge, Skills and Abilities:

- Considerable knowledge of the principles, practices and techniques of recreation administration and programming, including facilities management.
- Considerable knowledge of community organizations and resources.
- Considerable knowledge of a wide variety of recreation and sports activities.

- Demonstrated ability to direct and supervise activities, employees and volunteers.
- Ability to plan, schedule and complete multiple projects and objectives; multitask; excellent organizational abilities.
- Ability to solve problems, demonstrate and exercise independent judgment and initiative. Can diffuse and resolve complaints from residents and users in a calm and professional manner.
- Ability to effectively communicate orally and in writing.
- Ability to establish and maintain effective working relationships with other employees, agencies, public officials, various populations, and the general public.
- Ability to respond to common inquiries and complaints from citizens, businesses, and civic groups; ability to maintain positive public relations.
- Ability to prepare and manage cost and material estimates and budgets.
- Ability to work evenings, weekends and occasional holidays

**SPECIAL REQUIREMENTS:**

- Valid Florida State driver's license, or ability to obtain one; No more than two moving violations within the last 12 month period; No more than six violation points on your license within the last 24 months.
- Member of The Florida Recreation and Parks Association (FRPA)

**PHYSICAL DEMANDS:**

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand, walk, sit, talk, hear, taste, smell, use hands to handle, feel or operate objects or tools, and reach with hands and arms. The employee must be able to rotate neck frequently, extend arms overhead frequently, and turn completely around from fixed stance. The employee is frequently required to climb, balance, stoop, kneel, crouch, or crawl.

The employee must regularly lift and/or move up to 20 pounds, frequently lift and/or move up to 40 pounds, and occasionally lift and/or move up to 50 pounds dead weight with knees extended and bending from the waist. Objects include tables, chairs, podiums, benches, and other equipment. Requires motor coordination and manual dexterity as well as the ability to inspect items for proper size/shape and to differentiate between shades of color. Specific vision abilities required by this job include close vision, distant vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

**TOOLS & EQUIPMENT USED:**

Computer, tablet, cell phone, camera, printer, copier, scanner, calculator, telephone, and commonly used equipment at parks and recreation facilities.

**ENVIRONMENTAL CONDITIONS:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee frequently works in outside weather conditions, and is exposed to hot, wet, and/or humid conditions, cooler outside temperatures, possible toxic or caustic chemicals, wet or slick surfaces, and unpaved or uneven grounds such as work sites or grassy areas. The noise level in the work environment is generally quite while in the office, and moderately noisy or loud when in the field.

**SELECTION GUIDELINES:**

Formal application, evaluation of education, training and experience. Oral interview, criminal, DMV and background, credit and reference check. Job related tests may be required. The Village is a Drug Free Workplace and an Equal Opportunity Employer.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer as the needs of the employer and requirements of the job change.

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