

LOWRY SUPERVISOR PART TIME

Reports to: Fitness Coordinator
Position Control No.: 7410

Department: Recreation & Tourism

Exempt Non-Exempt
 Full Time Part-Time Seasonal

Department Head Approval: _____

Date: _____

Dennis Adams
8/30/16

JOB SUMMARY:

Under supervision of the Fitness Coordinator, responsible for the supervision of part time personnel working evening shift; the supervision of fitness center and gymnasium; the continuous supervision of recreation/athletic programs and operations; the specific program areas such as swimming pool, gymnasium, pavilion, surrounding park and do related work as required.

ESSENTIAL JOB FUNCTIONS:

1. Operate the continuous programs of recreation center/gymnasium; keep center open during operating hours; supervise organized class programs; supervise open, free play activities
2. Keep records; collect monies; maintain supplies and inventory.
3. Follow written and verbal directives.
4. May be responsible for teaching classes; obtain required training to instruct classes; maintain exercise equipment.
5. Written and verbal communication skills
6. Develop programs based on needs of the community using continuous assessment techniques.
7. Communicate effectively with public on regular basis.
8. Works indoors and outdoors in extreme temperatures including heat, cold, temperature swings and inclement weather during special city functions or events.
9. Responsible for litter control in and around center.
10. Must be able to obtain certificates in CPR/AED and first aid.
11. Perform maintenance and custodial chores; may be required to carry, push, pull, drag, or hold objects up to 25-50 pounds of equipment or furniture.
12. Ability to supervise large groups, including children and senior citizens, both visually and audibly to ensure health/safety standards and the orderly integration of all programs.
13. Collaborate with other departments during special events
14. MS Office (Word, Excel, PowerPoint, Publisher) experience
15. Required to work some evenings and weekends

ADDITIONAL JOB FUNCTIONS:

1. Receive training on city policy for cash handling in order to close out cash register, balance monies collected and handle petty cash and complete log sheet.
2. Ensure that rec-aides are performing maintenance on equipment and adhering to cleaning schedule.

QUALIFICATIONS:

1. High School diploma or GED.
2. Supervisory experience (2 years) plus experience in recreation work.
3. Knowledge of techniques and methods of supervising recreational activities.

PHYSICAL REQUIREMENTS:

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 duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to sit, stand, walk, reach with arms, use hands to finger, handle or feel, stoop, kneel, crouch and crawl. The employees must frequently lift and/ or move up to 25 pounds and occasionally lift and/ or move up to 50 pounds. Works indoors and outdoors in extreme temperatures; heat, cold, temperature swings and inclement weather.

NOTE: The above statements are intended to describe the general nature and level of work being performed by the person assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, skills and physical demands required of personnel classified.

APPLICANT: Are you cable of performing in a reasonable manner the activities involved in the job or application for which you have applied? Yes/No _____

Signature

Date