



CITY OF FRUITA JOB POSTING

Date of Posting: June 17, 2016
Job Title: Recreation Supervisor – Athletics/Programs
Department: Parks & Recreation
Salary Range: \$18.32 per hour
Supervisor: Tom Casal
FLSA Status: Exempt
No. of Open Positions: 1

SUMMARY: Under the general supervision of the Recreation Superintendent, the Recreation Supervisor will perform professional planning, organizing, and administration of youth and adult sports, outdoor recreation, special events and provide exemplary customer services to the employees and citizens of the City of Fruita.

Work includes the development and support of programs and activities to address the leisure time needs of a broad spectrum of City residents. Position exercises independence in judgment and decision-making within established city policies. Work is reviewed through observation, periodic work inspections, conferences, resolution of complaints, reports, and for results obtained. Performs other work as required.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Recommends policies and assists with establishing processes, goals, and objectives for the department.
- Recommends fees and charges for programs and monitors expenses and revenues for program areas.
- Hires, trains, schedules, and evaluates program staff, including sports official's field/gym supervisors and other program area staff as needed.
- Secures and schedules numerous City facilities and outside facilities for programs and activities. Inspects facilities and assures conditions are proper for safe and efficient use.
- Assists in the design and production of informational brochures, press releases, seasonal activity guide and the development and implementation of new marketing strategies.
- Assists in the purchasing of necessary equipment and supplies. Stores and maintains equipment inventory.
- Works with community interests groups such as the Mesa County School District 51, Fruita Little League and other organizations.
- Assists with the collection of fees, record keeping, and reports.
- Assists in the development and implementation of periodic need assessment of programs as well as evaluations of existing programs.
- Maintain knowledge of trends within recreation programming by attending conferences and training classes.
- Act as a generalist within the department. This includes but is not limited to:
 - Assisting staff with departmental special events.
 - Responds to the public and other city staff with information about programs and services provided by the department.

SUPERVISORY RESPONSIBILITIES:

This position has supervisory responsibilities for program leads and instructors. All positions supervised are part time or seasonal.

POSITION REQUIREMENTS:

Education, Training, and Experiences

Completion of a bachelor's degree program at an accredited college or university with major course work in leisure studies, Recreation Administration, or closely related field; supplemented by two years previous experience and/or training involving coordination of recreation programs; or any equivalent combination of acceptable, training, education, and experience.

Special License, Registration, or Certificates

Must be certified in CPR and First or have the ability to be certified within 3 months of hire date.

Knowledge, Skills, and Abilities

- Knowledge of the principles and practices of public recreation.
- Knowledge of the sociological and psychological needs of various groups participating in recreation programs and activities.
- Knowledge of promotional and public relations techniques.
- Knowledge of modern management methods and practices.
- Skill in the use of personal computer, computerized recreation administration programs, and various applications programs.
- Ability to oversee volunteers and assigned staff in sports and outdoor recreation programs.
- Ability to assign coordinate, direct, and evaluate the work of subordinates.
- Ability to communicate clearly, both orally and in writing.
- Ability to establish and maintain effective working relationships with others.
- Ability to maintain strong customer service skills in handling and dealing with a large portion of the general public.
- Ability to give public presentations.
- Ability to meet deadlines and manage multiple tasks.
- Ability to represent the City and Parks / Recreation staff in a professional manner

Other and Physical Requirements of the Position:

- Ability to work flexible schedule, split shifts, evening and weekends as assigned.
- Ability to lift up to 50 pounds on occasion.
- Ability to successfully pass a pre-employment background investigation as this position will work with youth and other vulnerable populations.
- Regular attendance is an essential function of this position to ensure continuity.
- Satisfactory driving record.

TO APPLY:

Submit a letter of interest and resume to Human Resources, City of Fruita, 325 E. Aspen, Fruita, CO 81521 by close of business July 1, 2016.

The City of Fruita is an Equal Opportunity Employer