



1330 S. Big Bend Blvd.  
Richmond Heights, MO 63117

[www.richmondheights.org](http://www.richmondheights.org)

## Recreation Supervisor

Dept/Div: Parks & Recreation

FLSA Status: *Exempt*

### General Definition of Work

Performs difficult technical work supervising recreation programs and contractors, and related work as apparent or assigned. Work is performed under the direct supervision of the Parks and Recreation Director and/or Recreation Superintendent. Direct oversight is exercised over part-time, seasonal and contractual employees.

### Qualification Requirements

*To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

### Essential Functions

Hires, trains and supervises part-time department recreation staff, handles various personnel functions, manages program scheduling of part-time department recreation staff, including seasonal, part-time and contractual instructors.

Monitors facility and recreation operations for efficiency, safety awareness, cleanliness, and cost effectiveness; oversees risk management program for specialty area of operations and program services.

Reviews service fees and charges, program and facility participant evaluations and surveys, and program registrations; provides Director with status report information and recommendations.

Coordinates the marketing of recreation programs and facility services with marketing staff through a variety of media; coordinates the recreation facility and outdoor athletic complex scheduling.

Assists in budget preparation, procedures, operations and customer service relations; participates in cooperative programming efforts with neighboring municipalities, businesses, school, and other not-for-profit agencies in providing comprehensive recreation and leisure services to the community.

Coordinates all aspects in purchasing of specific equipment, supplies and service, including research, bid preparation, and recommendations related to specialty area; maintains and coordinates repairs for recreation facilities and equipment.

Assists in planning and executing special events and programs.

### Knowledge, Skills and Abilities

General knowledge of the methods, principles and practices of professional recreation work; general knowledge of the practices and principles of recreation work in the area of specialty; general knowledge of first aid methods and safety precautions used in recreational work; skill in the use of instruments, tools and other equipment used in the assigned specialty; ability to efficiently schedule and coordinate use of recreational facilities; ability to communicate effectively both orally and in writing; ability to prepare reports; ability to establish and maintain effective working relationships with associates, program participants, volunteers and the general public.

### Education and Experience

Bachelor's degree required with coursework in health, recreation, or related field and moderate experience in recreation programming, or equivalent combination of education and experience.

### Physical Requirements

This work requires the frequent exertion of up to 10 pounds of force, occasional exertion of up to 25 pounds of force; work regularly requires standing, walking and using hands to finger, handle or feel, frequently requires sitting, speaking or hearing, reaching with hands and arms and repetitive motions and occasionally requires climbing or balancing, stooping, kneeling, crouching or crawling, pushing or pulling and lifting; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; 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; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work frequently requires exposure to wet, humid conditions (non-weather) and exposure to outdoor weather conditions and occasionally requires working near moving mechanical parts, working in high, precarious places, exposure to toxic or caustic chemicals, exposure to vibration, and exposure to bloodborne pathogens and may be required to wear specialized personal protective equipment; work is generally in a moderately noisy location (e.g. business office, light traffic).

### **Special Requirements**

CPR/First Aid/Lifeguard training within one year of hire.  
Valid driver's license.

### **Applicant Certification:**

I understand the description of this job and the essential functions, as given above. I also understand that all of the duties are not described above and that I would perform those above and other related duties as directed by my supervisors. I am not related to any elected or appointed official or employee of the City of Richmond Heights.

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Signature

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Date