



# EXCELSIOR SPRINGS

Parks · Recreation · Community Center

<b>Job Title:</b>	Recreation Program Supervisor	<b>Job Category:</b>	Parks & Recreation
<b>Department/Group:</b>	ESPRCC	<b>Supervisor:</b>	Recreation Coordinator
<b>Location:</b>	ES Community Center	<b>Date Closing</b>	Open until filled
<b>Level/Salary Range:</b>	A Starting at \$12.36/hour	<b>Position Type:</b>	Part-time/Seasonal

The Recreation Program Supervisor acts as a liaison between parents, coaches and other participants with the Parks and Recreation Department. Recreation Program Supervisors could work in a variety of locations including but not limited to game fields, gymnasiums and/or supervising the Rainbow Splash Park.

Splash Park Supervisors are responsible for maintaining a safe and clean aquatic recreational area for guests and residents. It is important to note that Splash Park Supervisors are not lifeguards. With that being said, they are often expected to keep people safe at an aquatic facility. Their more common duties include measuring chemical levels and ensuring they are within safety requirements at all times.

### ESSENTIAL JOB FUNCTIONS:

1. Supervision of athletic activities and special events.
  2. Act as a liaison between parents, coaches and other participants.
  3. Check in with coaches prior to the start of the activity.
  4. Report problems that occur immediately to the Recreation Coordinator.
  5. Communicate with Recreation Coordinator if emergency conditions require the cancellation of the activity (power failure or severe weather).
  6. Answer questions asked by parents, coaches or participants or direct them to a proper contact person.
- DUTIES COULD ALSO INCLUDE SUPERVISION OF THE RAINBOW SPLASH PARK SUCH AS:***
7. Report problems that occur immediately to the Recreation Coordinator.
  8. Maintain facilities by checking restrooms, doors, equipment, and trash to ensure the facility is left clean.
  9. Splash Park Supervisors are responsible for measuring the chlorine and Ph levels of the pool or pools under their supervision, and then documenting their readings in a log book. They are not responsible for making chemical adjustments if the readings are outside of the safety range. Splash Park Supervisors often take these measurements three to five times a day.
  10. Aquatic filters easily get clogged by oils, hairs, and natural debris. It is the Splash Park Supervisor's responsibility to regularly clean these filters.
  11. Responsible for making each guest aware of the pool rules, and calling out those who break these rules. They have to have good interpersonal skills to sense inter-guest conflicts before they escalate.
  12. Assist rental groups to ensure the facility is ready for the gathering.
  13. Opening & Closing buildings and restrooms; including trash, cleaning, sanitizing.
  14. Operating a small concession area and dealing with cash handling responsibilities.
  15. Other duties as assigned.



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## **QUALIFICATIONS AND EDUCATION REQUIREMENTS:**

1. Ability to communicate with the public and diffuse a situation.
2. Should be in good physical condition.
3. Basic knowledge of sports.
4. Ability to successfully obtain and maintain certification in CPR/AED and First Aid.

## **PREFERRED SKILLS:**

1. Strong customer service skills.
2. Ability to follow written and verbal instructions.
3. Ability to gather information, make computations and assist in other department activities.
4. Ability to establish and maintain effective working relations with coworkers and the public.
5. Ability to make work-related decisions in accordance with department policies and regulations with a minimum of supervision.
6. Ability to establish good working relationships with public, subordinates and supervisors.
7. Ability to maintain self-control and composure and set a professional example for the staff and participants.
8. Ability to demonstrate a strong commitment to patron services.
9. Ability to understand, analyze and implement ideas and concepts.
10. This work is typically performed while intermittently sitting, standing, stooping, walking, bending, or crouching. Must be able to complete pre-employment physical skills at any point during employment.
11. Frequently lifts heavy objects, and uses tools or equipment requiring a high degree of dexterity.
12. Ability to work nights and weekends with irregular work hours.
13. Ability to judge distances and spatial relationships.
14. Exposure to communicable diseases and bodily fluids.
15. Must be able to lift, push, pull, and carry up to 50 pounds in weight. Proper lifting techniques required.
16. Position may require bending, leaning, kneeling, and walking.

## **ADDITIONAL NOTES:**

This position description has been prepared to assist in defining job responsibilities, and skills needed. It is not intended as a complete list of job duties, responsibilities, and/or essential functions. This description is not intended to limit or modify the right of any supervisor to assign, direct, and control the work of employees under supervision. The Director retains and reserves any or all rights to change, modify, amend, and or delete, any section of this document as it deems, in its judgment, to be proper.