

## **Recreation Supervisor Bismarck Parks and Recreation District**

This position will assist the Recreation Manager and Specialist in the supervision of a municipal recreation and leisure program with the Bismarck Parks and Recreation District by implementing and monitoring policies, procedures, and guidelines within the Facilities and Programs Division as they relate to program administration: public relations, record keeping, programming, personnel, purchasing, inventory control, promotion, and budgeting.

The position is responsible and accountable for the supervision of assigned programs (for example Blast, Activity Centers, Safety Village, special events/tournaments), facilities, and personnel on a daily and/or seasonal basis within District policies and procedures.

Position requires a Bachelor's Degree in parks and recreation or a related field, with an emphasis in administration, community recreation, or therapeutic recreation with a minimum of one year full-time or two years part-time experience in planning, coordinating, and supervising a variety of recreation programs and special events, a valid driver's license and the ability to lift and carry objects up to 30 pounds or heavier lifting with other employees.

Preferred qualifications include additional education such as a master's degree in a field related to the job description, and/or additional experience related to the job description (for example youth sports, programming, coordinating elementary school activities, before or after school programs and special event coordination) and/or certification as a Certified Parks and Recreation Professional and/or first aid/CPR/AED certification.

Starting bi-weekly salary range is \$1,625 - \$1,725 and will include the standard full-time employee benefits of the Bismarck Parks and Recreation District.

Cover letter, Park District application, and resume must be received by 5:00 pm on April 16, 2019 or until the position is filled. Please submit information to Bismarck Parks and Recreation District, ATTN: Human Resources, 400 East Front Avenue, Bismarck, ND 58504.

The job descriptions and application can be viewed and obtained at the Park District office or at [www.bisparks.org](http://www.bisparks.org).

EOE



## **JOB DESCRIPTION**

### **JOB INFORMATION**

Title:	Recreation Supervisor
Classification:	Operations IV
Salary Range:	Salary range and adjustments are determined on an annual basis by the Board of Park Commissioners
Benefits:	Standard Benefits of the District are provided
Supervisor (s):	Recreation Specialist/Recreation Manager

### **JOB SUMMARY**

Assist the Recreation Manager and Specialist in the supervision of a municipal recreation and leisure program with the Bismarck Parks and Recreation District.

Assist the Recreation Manager and Specialist in implementing and monitoring policies, procedures, and guidelines within the Facilities and Programs Division as they relate to program administration: public relations, record keeping, programming, personnel, purchasing, inventory control, promotion, and budgeting.

The position is responsible and accountable for the supervision of assigned programs (for example Blast, Activity Centers, Safety Village, special events/tournaments), facilities, and personnel on a daily and/or seasonal basis within District policies and procedures.

### **JOB DUTIES AND TASKS**

*The following statements are intended to describe the general nature and level of work to be performed by the individual within this classification. They are not to be considered an exhaustive or all-inclusive listing of the position's duties and tasks, as they may change or be adjusted, as situations require.*

#### **\* ESSENTIAL FUNCTIONS**

##### **\* Human Resources**

Assist the Recreation Manager, Specialist, and/or independently hire, train, supervise, and evaluate seasonal employees.

Follow all Park District ordinances, policies and procedures, including, but not limited to, the Human Resource Policy and Procedure Handbook, Accounting Manual and risk management program as well as applicable federal and state laws.

**\* Program Oversight**

Assist the Recreation Specialist responsible for Blast, Activity Centers and Safety Village in the overall operation and supervision of the programs.

Coordinate and assist with special events as assigned throughout the District.

Develop new special events for the District.

Assist in maintaining, purchasing, and upkeep of equipment for assigned programs. Prepare inventories and lists of materials, supplies, and equipment needed for program operations.

Assist in planning, supervising, coordinating, and evaluating recreation programs and special events as assigned (for example Flurry Fest, July Celebration, movie nights, etc.).

Assist with monthly billing and refunds for the assigned programs.

Coordinate or assist with any other programs as assigned.

**\* Other Essential Duties**

Frequent lifting up to 30 pounds or heavier lifting with other employees.

Maintain a valid driver's license for the class of vehicle to be driven and certification in first aid and CPR.

Assist with developing budgets, schedules, reports, fees, seasonal brochures and other duties requested by assigned supervisor.

Purchase only through the purchase order/One Card system and only after receiving permission from a supervisor.

Adhere to risk management program including timely submission of incident/accident and safety concern reports, safety training, and inspections.

**Other Duties**

Develop and maintain a positive working relationship with other staff members.

Recommend changes on programs to meet the needs of the public.

Responsible to attend all meetings within the Facilities and Programs Division and management team.

Develop positive relationships with individuals and groups utilizing parks, facilities, and programs within the policies, procedures, and guidelines of the District.

Represent the Bismarck Parks and Recreation District in a positive manner.

### **JOB SPECIFICATIONS**

Position requires a Bachelor's Degree in parks and recreation or a related field, with an emphasis in administration, community recreation, or therapeutic recreation with a minimum of one year full-time or two years part-time experience in planning, coordinating, and supervising a variety of recreation programs and special events, a valid driver's license and the ability to lift and carry objects up to 30 pounds or heavier lifting with other employees.

Preferred qualifications include additional education such as a master's degree in a field related to the job description, and/or additional experience related to the job description (for example youth sports, programming, coordinating elementary school activities, before or after school programs and special event coordination) and/or certification as a Certified Parks and Recreation Professional and/or first aid/CPR/AED certification.

Knowledge of various office machines, methods for organizing, coordinating, and supervising a variety of recreation programs and principles, practices, philosophies, techniques, accepted standards, and methods of the parks and recreation field.

Technology skills – ability to use a computer, send and reply to emails and text messages, knowledge and use of websites and other social media and organizational and conflict resolution skills.

Ability to receive and maintain certification in First Aid and CPR, communicate effectively verbally and in writing, manage multiple tasks and duties, establish and maintain effective working relationships with District personnel, groups, associates, agencies, and individuals, clean and perform light maintenance duties, use a computer with Microsoft Office products, maintain a valid driver's license is required for class of vehicle to be driven and the ability to lift and carry objects up to 30 pounds or heavier lifting with other employees.

### **WORKING CONDITIONS**

Primary office location is the Park District's administrative office with 10-15 employees on site. Evening, weekend and holiday hours may be required, dependent on activities. Indoor and outdoor work locations.

General public contact is extensive.

Travel is required as part of professional involvement and representation of the District may require two overnight stays per month.

Office hours are varied with multiple interruption and schedule of meetings, program and special events.

Responsible to provide personal vehicle and cell phone for work related activities with reimbursement as per District policy.

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Revised April 2019

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Employee Signature

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Date

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Supervisor's Signature

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Date

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Manager's Signature

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Date

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Division Director's Signature

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Date

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Executive Director's Signature

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Date