



## City of Denton Job Description

<b>Title:</b>	<b>Recreation Supervisor- Volunteer Programs</b>
<b>Position ID:</b>	<b>GS3115-402150</b>
<b>Department/Division:</b>	<b>Parks and Recreation/Keep Denton Beautiful</b>
<b>Reports to:</b>	<b>Program Area Manager</b>
<b>FLSA Designation:</b>	<b>Exempt</b>
<b>Safety Sensitive:</b>	<b>No</b>
<b>DOT:</b>	<b>No</b>

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**Definition:** Responsible for providing opportunities for volunteer-intensive activities to the citizens of the City. This is accomplished by overseeing the Parks and Recreation (PARD) and Keep Denton Beautiful (KDB) volunteers annually, staff, and programs. Other duties include budget preparation, managing financial controls, ensuring quality customer service, maintaining positive staff relations, maintaining facilities and interfacing with other City employees and citizens. This position provides direction to other employees.

### **Essential Functions:**

- Recruits, hires, trains, supervises, schedules and evaluates staff.
- Prepares and monitors operational budgets.
- Analyzes financial reports and reports trends and issues.
- Generates administrative reports.
- Reviews departmental policies and procedures and makes recommendations.
- Assists the Program Area Manager in achieving established strategic planning goals.
- Plans, organizes, implements and evaluates all volunteer-intensive programs for KDB
- Recruits, trains, and supervises all KDB volunteers (over 4,000 annually)
- Develops and implements an annual volunteer program plan for the recruitment, training, recognition, and retention of PARD volunteers
- Creates clear and thorough volunteer job descriptions and provides training for volunteers.
- Researches and ensures compliance with volunteer coordination best practices.
- Works collaboratively and successfully with community groups, neighborhood organizations, and others to support the volunteer needs of PARD, and develop an exceptional volunteer program
- Coordinates all volunteer-related assignments and needs for annual volunteer and special events
- Acts as liaison to volunteer agencies, public schools, universities, organizations, and agencies in establishing and implementing specialty programs.
- Reviews and approves payroll.
- Evaluates fee schedules and programs.
- Collaborates with Marketing Administrators to develop marketing plans.

- Develops and assigns long and short term scheduling and planning for work group.
- Develops goals, strategies, and management plans to provide effective operations.
- Represents the City on various committees and organizations.
- Identifies potential Capital Improvement Projects.
- Acquires job specific certifications and training related to job specific program area.
- Maintains regular and punctual on-site attendance

**Supervisory Responsibilities:**

- Directly supervises the daily operations, scheduling, and program delivery to meet the needs of the local community.
- Acquires competitive quotes and develops purchasing documents for equipment and material.
- Familiar with City of Denton policies, monitors employees for compliance and takes disciplinary action as required.
- Prepares performance evaluations, counsels and coaches employees on job performance.

**Leadership Responsibilities**

- Coordinates with other city departments to incorporate joint work efforts.
- Trains and mentors employees in technical, management, and leadership responsibilities.
- Understands, demonstrates, and clearly articulates the mission of the City of Denton and Parks and Recreation Department.
- Understands customer base and seeks to meet the needs of the community.
- Applies principles outlined in Seven Habits of Highly Effective People training.
- Enables and empowers employees to work more effectively.
- Seeks opportunities for training and increasing knowledge in recreation.

**Team Responsibilities**

- Facilitates effective meetings.
- Understands and implements problem solving and conflict management techniques.
- Understands and implements team building techniques.
- Ability to get along with customers and co-workers.
- Is available and responds to afterhours issues.

**Additional Duties:**

- Performs other duties as assigned.

**Minimum Qualifications / Acceptable Equivalency:**

- Bachelor's Degree in Public Administration, Recreation, Volunteer Management or related field, 4 years relevant experience and 3 years supervisory experience.

- Bachelor's Degree, 5 years relevant experience and 3 years supervisory experience.
- No degree, 8 years volunteer supervisory experience and 3 years supervisory experience.

**OR**

- Any combination of related education, experience, certifications and licenses that will result in a candidate successfully performing the essential functions of the job.

**Core Competencies:**

- Possesses, demonstrates, and maintains skills and knowledge to perform job competently.
- Produces quality work with accuracy and thoroughness.
- Demonstrates flexibility and adaptability to changing work environment.
- Accepts responsibility for effectively managing and resolving conflicts, confrontations, and disagreements.
- In a positive and constructive manner to minimize adverse impact.
- Analyzes problems, makes objective decisions, and executes them effectively without prompting.
- Ability to communicate effectively both verbally and in writing.
- Ability to form and maintain effective relationships with coworkers and customers.

**Preferences:**

- Bilingual in Spanish and English
- CPRP or CPRE
- Experience utilizing Civic Rec/CLASS/Point of Sale (POS) or similar recreation management software
- Experience utilizing volunteer management software
- Technically proficient in Microsoft Office with emphasis in Excel
- Certification in Volunteer Administration (CVA)

**Conditions of Employment:**

- Must have a valid Class "C" Driver's License and valid state required minimum automobile liability insurance prior to employment (must obtain Texas Class "C" driver's license and state required minimum automobile liability insurance within 90 days of hire per state law.)
- Must pass a drug test, driver's license check, criminal history background check, and social security number verification check.

- Must be able to work outside of regular business hours as required (exempt.)
- Must attend and successfully complete the City's Defensive Driving Course (DDC) as soon as possible after employment (if required to drive City vehicle or personal vehicle for City business.)
- CPR, AED & First Aid Certification within 6 months of employment.
- City of Denton Cash Handling course within 6 months of employment.

**Physical Requirements:**

*Overall Strength Demands:* The ***bold and italicized*** word describes the overall strength demand of the functions performed by the incumbent during a typical workday.

- Sedentary – lifting no more than 10 pounds
- ***Light – lifting no more than 20 pounds; carry up to 10 pounds***
- Medium – lifting no more than 50 pounds, carry up to 25 pounds
- Heavy – lifting no more than 100 pounds, carry up to 50 pounds
- Very Heavy – lifting more than 100 pounds, carry more than 50 pounds

*Physical Demand Codes:* The following describes if the incumbent is expected to exert the following physical demands during a typical workday and the overall frequency.

Codes for "how often":

Y = Yes

N = No

E = extensive (100-70%)

M = moderate (60-30%)

I = infrequent (20-10%)

A = almost never (<10%)

Task: Code:

1. Standing: M
2. Sitting: M
3. Walking: M
4. Lifting: I
5. Carrying: I
6. Pushing/Pulling: A
7. Overhead Work: I
8. Fine Dexterity: I
9. Kneeling: I
10. Crouching: A
11. Crawling: A
12. Bending: I
13. Twisting: I
14. Climbing: I
15. Balancing: Y
16. Vision: E
17. Hearing: E
18. Talking: E

- 19. Video Display: E
- 20. Other:

*Machines, Tools, Equipment and Work Aids:*

The essential functions of this position require the use of a computer.

*Environmental Factors:*

The essential functions of this position are performed inside 80% and outside 20% of the time.

***This job description is not an employment agreement, contract agreement, or contract. Management has exclusive right to alter this job description at any time without notice.***

**ADA/EOE/ADEA**

**Effective Date: 01/18/2017**

**Revision Date: 05/12/2022**