



## City of Denton Job Description

<b>Title:</b>	<b>Recreation Supervisor – Denton Senior Center</b>
<b>Position ID:</b>	<b>GS3115-411150</b>
<b>Department/Division:</b>	<b>Parks and Recreation/Leisure Services</b>
<b>Reports to:</b>	<b>Program Area Manager</b>
<b>FLSA Designation:</b>	<b>Exempt</b>
<b>Safety Sensitive:</b>	<b>Yes</b>
<b>DOT:</b>	<b>No</b>

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**Definition:** Responsible for providing opportunities for recreational activities to the citizens, age 50+, of the City. This is accomplished by overseeing the operation of facilities, 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.
- 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 Administrator to develop marketing plans.
- Plans, organizes, and evaluates all aspects and programs within the recreation facilities.
- Promotes the expansion of revenue potential in the facility through various innovative resources.
- Develops and assigns long and short term scheduling and planning for work group.
- Develops goals, strategies, and management plans to provide effective operations.

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- 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.
- Staff Liaison to Senior Advisory Council

#### Supervisory Responsibilities:

- Directly supervises the daily operations, scheduling, and program delivery to meet the needs of the local community.
- Coordinates facility inspections, maintenance, and repairs.
- 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 required City of Denton supervisory trainings.
- 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.
- Maintains regular and punctual on-site attendance

**Additional Duties:**

- Performs other duties as assigned.

**Minimum Qualifications / Acceptable Equivalency:**

- Bachelor's Degree in Recreation or a related field, 4 years recreation experience and 3 years supervisory experience.
- Bachelor's Degree, 5 years recreation experience and 3 years supervisory experience.
- No degree, 8 years recreation 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
- Nationally reconized fitness certification (ACE, AFFA, ACSM, NASM, etc.)
- CPRP or CPRE
- Experience utilizing Rec 1/Point of Sale (POS) or similar recreation management software.

Technically proficient in Microsoft Office with emphasis in Excel

**Conditions of Employment:**

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- 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
- 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 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: M
5. Carrying: M
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/laptop and cell phone.

*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: 11/8/2017**

**Revision Date: 8/2/2021**