CITY OF BELLINGHAM

JOB DESCRIPTION

JOB TITLE: **Recreation Enrichment Programs & Special Events Supervisor** **UNION 231**
SG:4
DEPARTMENT: **Parks and Recreation – Recreation Division** **CS:N**
FLSA:N
EEO4: PR

JOB SUMMARY:

Develops and coordinates community recreational and special event opportunities. Under the direction of the Recreation Manager, establishes program goals and objectives, plans, develops, implements, and evaluates recreational opportunities and special events for people of all ages, abilities and backgrounds. Supervises staff assigned to program area. Makes recommendations regarding program budget; implements and monitors approved budget. Oversees development of program publicity materials. Develops and maintains relationships with a variety of public agencies and community organizations related to the program area.

SUPERVISORY RELATIONSHIP:

Reports to Recreation Manager. Works under general supervision and the guidance of Department, City, State, and federal rules, regulations, and guidelines. Provides direct supervision to staff including Recreation Coordinators, Recreation Instructors, temporary staff, volunteers, and other program staff as assigned.

ESSENTIAL FUNCTIONS OF THE JOB:

1. Supervises and coordinates Enrichment and Special Event program areas in the Recreation Division; plans, recommends, implements, and coordinates a wide variety of year-round recreational opportunities for people of all ages and abilities.

2. Effectively recommends hire, trains, supervises and evaluates performance of assigned staff in the Enrichment and Special Events program areas. Conducts pre-disciplinary investigations; recommends and delivers corrective action as appropriate. Reviews and approves employee timesheets and oversees scheduling. Responsible for training, motivating, and supervising the work team and establishing a system of communication and cooperation.

3. Conceptualizes, develops, coordinates, and monitors recreation activities and events. Oversees program calendar and scheduling of program activities. Resolves schedule issues. Evaluates program activities and overall program area, identifying strengths and opportunities for improvement. Compiles reports and related paperwork.

4. Plans special events for the community and coordinates with other groups to provide a variety of recreation experiences on a community-wide basis. Works on-site with staff to oversee, assist with set up and provide training for special events. Responsible for contracting for professional services as needed.

5. Coordinates program publicity and promotion. Develops or oversees the development of informational and communication materials and facilitates public relations with other public agencies and community organizations.

6. Provides input on program area budget; develops recommendations for manager's review. Implements and monitors approved budget. Submits reports to manager and outside advisory boards.

7. Develops, recommends and implements Enrichment and Special Events program goals and objectives, subject to manager approval. Organizes and delegates day-to-day operations and special projects. Develops and recommends policies and procedures for Enrichment and Special Events program areas.

8. Coordinates with administrative staff to review program registration details, provide program updates and cancellations, coordinate program accounting, and identify and direct work projects. Works directly with staff to accommodate special requests and resolve customer complaints.

9. Schedules appropriate facilities as required to conduct program activities. Monitors and reports facilities maintenance issues and follows up as needed. Oversees ordering and inventory maintenance of program supplies and equipment.

ADDITIONAL WORK PERFORMED:

1. Acts as resource to management and employees regarding Enrichment and Special Events program areas. Keeps current in new developments in the field through professional memberships, attending conferences and networking with professionals.

2. May perform physical activities in programs and events, as needed.

3. May assist staff in moving, lifting, pushing, carrying equipment or supplies needed for programs and events.

4. Performs other related work of a similar nature or level.

PERFORMANCE REQUIREMENTS (Knowledge, Skills, and Abilities):

Knowledge of:

- Working knowledge of the field of municipal recreation that is inclusive of programs for all ages and abilities.
- Working knowledge of relevant government and/or community recreational institutions, organizations, procedures, and processes. Familiarity with area communities and environments.
- Ability to gain a working knowledge of Department operations and procedures, federal, state, and local pertinent regulations.
- Fiscal and records management and ability to develop, prepare and implement program budgets

Skill in:
- Strong supervisory skills including leadership skills, problem analysis and decision-making, planning and organizing, management control, adaptability/flexibility and time management.
- Strong oral communication and interpersonal skills for working with a diverse population including other employees, public officials, program participants, and the general public.
- Strong written communication skills for developing reports, correspondence, policies, procedures and organizational communications.
- Strong work ethic and strong customer service orientation. Conducts self at all times in accordance with the ethical standards required of public officials and employees.
- Public presentation skills including the ability to present technical material in an understandable manner to citizens, school groups, officials, or board members.
- Strong computer skills including word processing software.

Ability to:
- Maintain appearance of fairness in dealings with staff and citizens.
- Avoid conflicts of interest in use of City resources and personnel.
- Maintain consistent and punctual attendance.
- Ability and willingness to demonstrate the Public Service Competencies of Service Orientation, Results Orientation, and Teamwork and Cooperation.
- Physical ability to perform essential functions of the job, including:
  - Frequently operate a computer and read a computer screen or typewritten page;
  - Frequently communicate verbally;
  - Correctible visual acuity, hearing and manual dexterity sufficient to operate a motor vehicle;
  - Stand or sit for long periods of time;
  - Move between work sites, including over irregular terrain;
  - Occasionally perform physical activities such as running or jumping;
  - Occasionally lift and transport irregular objects weighing up to 50 lbs.

WORKING ENVIRONMENT:

Most work is performed in an office setting with access to standard low-risk office equipment. Some time is spent at sites of program or activity.

EXPERIENCE AND TRAINING REQUIREMENTS:

- Bachelor's degree in recreation or related field.
- Three years of experience coordinating recreational program(s) required.
- Supervisory experience preferred.
- Experience working with individuals with special needs preferred.
- An equivalent combination of education and experience sufficient to provide the candidate with the knowledge, skills, and abilities to successfully perform the essential functions of the job will be considered.

NECESSARY SPECIAL REQUIREMENTS:

- Valid Washington State driver's license and good driving record. Applicant must submit a three-year driving record prior to hire.

- Employment contingent upon passing a criminal convictions check, child and adult abuse records check and local background check.
- Ability to secure and maintain a valid First Aid and CPR certification within 3 months of hire.

PREPARED BY: M. Bianconi
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4/19

REVIEWED BY:_____
Leslie Bryson
Director, Parks and Recreation