

**CITY OF OVERLAND PARK
POSITION DESCRIPTION**

TITLE:	Supervisor, Community Center	GRADE:	Mgmt I
DEPARTMENT:	Recreation Services	JOB NO:	2720
DIVISION:	Community Center	DATE:	3/25/12
REPORTS TO:	Manager, Community Center	FLSA STATUS:	EX
FULL-TIME:xxx	PART-TIME:	TEMPORARY:	COST CENTER: 521

REPLACES: Supervisor, Community Center

DATE: 6/13/2010

JOB SUMMARY STATEMENT:

Oversees the day-to-day operations and support operations of the Community Center offering varied recreational services to the public. Enforces facility policies and procedures. Supervises part-time and seasonal personnel. Assists in developing and coordinating programs and services; preparing annual budget; and developing and implementing Community Center policies and procedures.

DUTIES AND RESPONSIBILITIES:

1. Oversees the day to day operations and support operations of the Community Center and provides assistance to patrons and staff as needed. Assesses the needs of patrons, evaluates the facility on a regular basis and implements necessary corrections. Evaluates safety of recreational programs in the facility and responds as necessary.
2. Supervises part-time and seasonal personnel. Recruits, trains, observes, and evaluates staff.
3. Assists in preparing and monitoring the annual operating budget for the Center; preparing revenue/expense reports to track expenditures and income; establishing fees and charges to meet revenue goals; and reports on activities and services.
4. Collaborates with facility maintenance staff to assure proper cleaning, maintenance and safety at the Community Center. Maintains supply and equipment inventories.
5. Assists in developing and implementing Community Center policies and procedures.
6. Assists other Parks and Recreation facilities as needed.
7. May promote public relations through community and private sector contacts, marketing efforts, and personal contact with Center users in order to determine the needs of the community. May represent the Community Center at community meetings and civic organization events.
8. The employee must work the days and hours necessary to perform all assigned responsibilities and tasks. Must be available (especially during regular business hours or shifts) to communicate with subordinates, supervisors, customers, vendors and any other persons or organization with whom interaction is required to accomplish work and employer goals.
9. The employee must be punctual and timely in meeting all requirements of performance, including, but not limited to, attendance standards and work deadlines; beginning and ending assignments on time; and scheduled work breaks, where applicable.

GENERAL QUALIFICATIONS

EDUCATION & SPECIAL LICENSE(S)/CERTIFICATIONS:

Bachelor's degree in Recreation Administration or a related field, or an equivalent combination of education and experience. Possession of an appropriate valid driver's license. Must maintain an insurable driving record. Requires CPR/First Aid Certification or ability to obtain within 6 months of employment. Instructor certification preferred. .

EXPERIENCE:

One year of experience working in the field of Recreation and Facilities Operations. Three years experience preferred.

Title: Supervisor, Community Center
Cost Center: 521
Date: 3/25/12
Page 2

SKILLS:

1. Analytical skills
2. Attention to detail
3. Basic mathematical and accounting skills
4. Budget-related skills
5. Must have a working knowledge of windows-based word-processing and spreadsheet software applications.
6. Knowledge of necessary safety precautions to be used in public recreation programs and activities.
7. Supervisory skills
8. Excellent customer service skills
9. Human relations/interpersonal skills
10. Time management skills
11. Good written and oral communication skills

MENTAL REQUIREMENTS:

1. Ability to meet deadlines
2. Diplomacy and judgment
3. Ability to train and guide others
4. Ability to recognize and protect confidential information
5. Ability to prioritize multiple tasks
6. Ability to read and comprehend federal, state, and local policies and regulations
7. Ability to carry out assignment through oral and written instructions
8. Ability to work independently
9. Ability to work in a hectic environment with many interruptions
10. Ability to analyze and recommend possible solutions
11. Ability to learn and understand PC software applications
12. Alpha and numeric recognition

PHYSICAL REQUIREMENTS:

1. Ability to reach, stand, crawl, bend, stoop, push, lift, and pull
2. Ability to make and receive phone calls
3. Ability to identify and distinguish colors
4. Ability to distinguish smells
5. Ability to operate City vehicles
6. Ability to operate office equipment such as computer, printer, copier, fax machine and related equipment.
7. Hand and eye coordination adequate to input computer and typewriter
8. Expose to chemicals, fumes, sprays, and mists
9. Excessive standing and/or walking
10. Ability to lift 30 lbs. and transport 20 ft.
11. Ability to push/pull up to 30 lbs.

SUPERVISORY RESPONSIBILITY (Direct & Indirect):

Direct: Part-time and seasonal operations staff

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.