

RECREATION SUPERINTENDENT

General Statement of Duties

Performs work to plan, coordinate, implement and supervise all recreation programming, events, marketing and facility operations for the town.

Distinguishing Features of the Class

An employee in this class has primary responsibilities for supervision and overall management of the Recreation division operations. Work involves overseeing the planning and scheduling general recreation programs, adaptive and inclusion programming, special events, athletic programs, camps, sponsorships and marketing. Work includes frequent contact with participants, community groups, volunteers, and staff. This position is responsible for the development, supervision, and evaluation of divisional full-time staff, part time staff and volunteers. This employee must exercise extreme tact, courtesy and professionalism in the daily contact with others. Independent judgment is exercised within the scope of standard operational procedures. Work is performed under the general supervision of the Parks and Recreation Director and is checked by observation and by reports.

Illustrative Examples of Work

Supervises recreational activities & camps for the town; secures sponsors and negotiates contracts for instructors; registers participants; observes and evaluates recreational programs.

Supervises athletic events, camps and programs for various age groups; scheduling and registration

Supervises and trains part time staff; provides related financial reports

Plans & implements all special events and related programs; recruits vendors; selects dates and locations & prepares budget; arranges entertainment; recruits volunteers and part time staff; prepares the site. Oversees all staff at events.

Supervises all marketing and sponsorships for special events, programming, camps & athletics

Assesses public recreation wants and needs, ensuring that programs are developed accordingly

Monitors program operation, reporting attendance, maintenance needs, revenues/expenditures, and programming updates to the Parks and Recreation Director

Assists in the development and execution of rules and policies for athletics.

Assists in budget preparation for programming, staffing, athletics, special events, concessions and marketing.

Establishes Division-wide goals and objectives, program needs & priorities and communicates goals and objectives to the recreation Coordinators

Resolves conflicts and disputes, dealing with staff firmly, tactfully and objectively

Prepares and maintains reports and records.

Serves on various local and regional committees; makes presentations to civic organizations.
Performs related duties as required.

Knowledge, Skills, and Abilities

Work requires considerable knowledge of the principles, practices, and policies of municipal athletic/recreation programs and activities.

Work requires considerable knowledge of current literature, trends, and developments in the field of public recreation.

Work requires considerable knowledge of athletic and recreation interests and activities in the community.

Work requires considerable knowledge of marketing and social media practices

Work requires knowledge of the occupational hazards of the work and application of necessary safety precautions.

Work requires general knowledge of the town's policies and procedures related to budgeting and purchasing.

Employee must have the ability to effectively plan and execute a year-round program of athletics, recreation activities & events.

Employee must have the ability to plan and coordinate the work of part time staff and volunteers.

Employee must have the ability to establish and maintain effective working relationships with the general public, public/private sector contacts, and others.

Employee must have the ability to prepare reports.

Employee must have the ability to organize work, establish priorities, meet established deadlines, and follow up on assignments with a minimum of direction.

Physical Requirements

Must be able to physically perform the basic life operational support functions of climbing, balancing, stooping, kneeling, crouching, crawling, reaching, walking, pushing, pulling, fingering, grasping, feeling, talking and hearing, and repetitive motions.

Must be able to perform medium work exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

Must possess the visual acuity to prepare and analyze data and figures, perform accounting tasks, operate a computer terminal, and read extensively.

The worker is subject to both inside and outside environmental conditions and to contact with potentially infectious bodily fluids.

Desirable Education and Experience

Bachelor's degree in recreation management and some experience in athletics or recreation.

Special Requirements

North Carolina class C driver license
Certified Parks and Recreation Professional

Additional Information

This position is classified as safety sensitive per the Town's Personnel Policy.

Fair Labor Standards Act (FLSA) Status

Exempt

2023