



NEWPORT NEWS, VA  
CITY OF OPPORTUNITY

## JOB DESCRIPTION **ASSISTANT SUMMER CENTER SUPERVISOR**

(RECREATION PROGRAMS BRANCH)  
PARKS, RECREATION AND TOURISM

Human Resources Department  
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### **GENERAL STATEMENT OF RESPONSIBILITIES**

Under general supervision, this position is responsible for assisting with the programming and operations of assigned program. Reports to a Recreation Specialist.

### **ESSENTIAL JOB FUNCTIONS**

Assists with the planning and implementation of all components of the programming and operations of assigned program; researches and plans program offerings; assists with determining fees for special events and field trips; supervises program participants to ensure a healthy and safe environment. May account for funds received from various revenue producing activities; completes and maintains detailed fund records and reports.

Responsible for the effective supervision and administration of assigned staff to include completing required reports, budgeting, purchasing and financial transactions which includes revenue collection, staff organization and development, performance evaluations, employee relations, prioritizing and assigning work and related activities.

Interacts with the public and others outside the work unit to obtain and provide information and assistance in a variety of circumstances. Screens and responds to inquiries and complaints; provides information on policies and procedures. Assists with developing short and long-term strategic goals pertaining to planning, development, design and operational processes of the facility; develops and recommends policies and procedures.

Performs other duties as assigned.

### **PERFORMANCE STANDARD**

Employees at all levels are expected to effectively work together to meet the needs of the community and the organization through work behaviors demonstrating the City's Values. Employees are also expected to lead by example and demonstrate the highest level of ethics.

### **REQUIRED KNOWLEDGE**

- Recreational Programming – Considerable knowledge of recreational programming and recreational facility operations for assigned program or facility.
- Customer Service – Considerable knowledge of principles and processes for providing customer service.
- Supervision – Considerable knowledge of leadership techniques, principles, and procedures to assign work, schedule, supervise, train, and evaluate the work of assigned staff.

- Safety - Knowledge of occupational hazards, safety precautions and safety regulations related to recreational activities and other work related precautions.

### **REQUIRED SKILLS**

- Interpersonal Relationships - Develops and maintains cooperative and professional relationships with employees at all levels, representatives from all departments, organizations and the public. Effectively responds to and resolves complex inquiries and disputes.
- Judgement/Decision Making - Evaluating the best method of research and then exercising appropriate judgment in establishing priorities and resolving complex matters. Considering the relative costs and benefits of potential actions to choose the most appropriate one.

### **REQUIRED ABILITIES**

- Communication - Considerable ability to effectively communicate complex ideas and proposals. Ability to listen and understand information and ideas presented verbally or in writing.
- Coordination of Work - Ability to establish and implement effective administrative programs and procedures. Ability to plan and organize daily work routine and establish priorities for the completion of work in accordance with sound time-management methodology. Performs a broad range of supervisory responsibilities over others.
- Financial Management - Ability to perform arithmetic and statistical applications to perform purchasing and financial transactions.

### **EDUCATION AND EXPERIENCE**

Requires completion of one year of college in a related field and three months of programmatic experience, or an equivalent combination of education and experience.

### **ADDITIONAL REQUIREMENTS**

An acceptable general background investigation to include a local and state criminal history, sex offender registry check.

### **ENVIRONMENTAL HAZARDS**

The job may risk exposure to bright or dim lights, dust and pollen, noise, electrical shock, hazardous chemicals, animals and wildlife, odors and communicable diseases.

### **PHYSICAL AND DEXTERITY REQUIREMENTS**

Requires light to medium work that involves utilization of standard office equipment, walking, standing, stooping, lifting, pushing and raising objects and involves exerting between 20 to 50 pounds of force on a regular basis.

### **SENSORY REQUIREMENTS**

The job requires normal visual acuity, field of vision, hearing and speaking.