



NEWPORT NEWS, VA  
CITY OF OPPORTUNITY

JOB DESCRIPTION  
**ASSISTANT RECREATION CENTER  
SUPERVISOR**

(RECREATION PROGRAMS BRANCH)  
PARKS, RECREATION AND TOURISM

Human Resources Department  
700 Town Center Drive, Suite 200  
Newport News, VA 23606  
Phone: (757) 926-1800  
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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 the Recreation Center Supervisor.

## **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; 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 including 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 of assigned program.
- Customer Service - Thorough 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.

## **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. Considers 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 forty-eight semester hours of college credit which includes 12 semester hours of child-related subjects and one year of programmatic experience in professional recreational programs to include six months of lead or supervisory experience, or any combination of education and experience that meets the standards established by Virginia Code section 22VAC40-185-190.

## **ADDITIONAL REQUIREMENTS**

Requires a comprehensive background investigation to include a local, state, and sex offender criminal history check as well as FBI Fingerprinting.

Requires a valid driver's license with an acceptable driving record.

Individuals in this position cannot be listed as having a founded child abuse or neglect complaint.

## **PHYSICAL REQUIREMENTS**

- Tasks require the ability to exert very moderate physical effort in light work.
- Some combination of stooping, kneeling, crouching and crawling.
- Some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (10-20 pounds).

## **SENSORY REQUIREMENTS**

- Some tasks require the ability to perceive and discriminate sounds and visual cues or signals.
- Some tasks require the ability to communicate orally.

## **ENVIRONMENTAL EXPOSURES**

Performance of essential functions may require exposure to adverse environmental conditions, such as dust, pollen, temperature and weather extremes, traffic hazards, violent individuals, infectious disease, or rude/irate customers.