



NEWPORT NEWS, VA
CITY OF OPPORTUNITY

JOB DESCRIPTION
MATURE ADULT CENTER SUPERVISOR
(COMMUNITY RECREATION DIVISION)
PARKS, RECREATION AND TOURISM

Human Resources Department
700 Town Center Drive, Suite 200
Newport News, VA 23606
Phone: (757) 926-1800
Fax: (757) 926-1825

GENERAL STATEMENT OF RESPONSIBILITIES

Under limited supervision, this position assists with the programming and operations of recreational programs at a Mature Adult Center. Reports to a Recreation Program Coordinator or Recreation Program Supervisor.

ESSENTIAL JOB FUNCTIONS

Plans and conducts recreational activities for mature adults to include physical, educational, cognitive activities, seminars, seasonal events and local trips which address the needs and interests of people age 50 and over.

Assists with monitoring facilities and activities to maintain structure, safety, and a clean environment. Sets up and breaks down equipment for various events and activities.

Performs a variety of administrative support work such as word processing, creating spreadsheets, data entry or retrieval. Transports program participants as needed.

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 – Extensive knowledge of recreational programming and recreational facility operations with a focus on mature adults and Gerontology.
- Safety – Knowledge of occupational hazards, safety precautions, and safety regulations related to recreational activities and other work related precautions.
- Customer Service – Knowledge of principles and processes for providing customer service. This includes setting and meeting quality standards for services, and evaluation of customer satisfaction.
- Technology – Knowledge of general office equipment and personal computers and related security software and equipment.

REQUIRED SKILLS

- **Judgment/Decision Making** - Evaluates the best method of research and then exercises appropriate judgment in establishing priorities and resolving complex matters. Considers the relative costs and benefits of potential actions to choose the most appropriate one.
- **Interpersonal Relationships** - Develops and maintains cooperative and professional relationships with employees and all levels of management to include representatives from other departments and organizations.
- **Time Management** - Plan and organize daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology to meet strict deadlines.

REQUIRED ABILITIES

- **Communication** - Excellent ability to communicate complex ideas and proposals effectively so others will understand to include preparation of reports, agendas, and policies. Excellent ability to listen and understand information and ideas presented verbally or in writing. Ability to handle a variety of employee relations issues with tact, confidentiality and diplomacy.
- **Mathematics** - Ability to perform basic arithmetic applications.

EDUCATION AND EXPERIENCE

Requires a high school diploma and 1 year of program related experience or an equivalent combination of education and experience.

ADDITIONAL REQUIREMENTS

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

A valid driver's license with an acceptable driving record.

PHYSICAL REQUIREMENTS

- Tasks require the ability to exert moderate, though not constant physical effort.
- Some combination of climbing and balancing to include climbing ladders, stooping, kneeling, crouching, and crawling.
- Some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12 - 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.