



NEWPORT NEWS, VA
CITY OF OPPORTUNITY

JOB DESCRIPTION
SUMMER CENTER SUPERVISOR
(RECREATION PROGRAMS 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 general supervision, this position is responsible for the programming and operations of an assigned program. Reports to the Recreation Specialist.

ESSENTIAL JOB FUNCTIONS

Plans and implements all components of the programming and operations of assigned program; researches and plans program offerings; determining fees for special events and field trips; supervises program participants to ensure a healthy and safe environment. Accounts 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. Develops 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 two (2) years of college in a related field, or an equivalent combination of education and experience.

ADDITIONAL REQUIREMENTS

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

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, humidity, weather, temperature and noise extremes, hazardous materials, water hazards, or infectious disease.