

SNOHOMISH COUNTY JOB DESCRIPTION

RECREATION SUPERVISOR

Spec No. 8044

BASIC FUNCTION

To supervise, implement and evaluate the Parks and Recreation's year round youth and community programs, special events, seasonal aquatic programs and volunteer program.

STATEMENT OF ESSENTIAL JOB DUTIES

1. Plans, develops, and implements Parks and Recreation programs and special events. Conducts program feasibility studies, locates funding sources; including grants, and/or sponsorship partners, develops program option proposals and cost estimates.
2. Administers, develops, and monitors recreation aquatic and marketing program budget and expenditures. Evaluates all recreation programs on a continual basis to ensure they are cost effective and meet the needs of the general public.
3. Develops and coordinates marketing and advertising strategies; defines target markets, establishes customer base, and conducts customer surveys. Manages Recreation Guide design, content, printing and distribution; assists with the design of web pages, program brochures, flyers and ads for publications, and determines most effective distribution methods.
4. Supervises, trains, evaluates and disciplines recreation and aquatic staff, including volunteers. Maintains accurate daily work and employee time records of all seasonal staff; prepares required reports.
5. Supervises the daily operation of Parks and Recreation community, youth and aquatic programs, spray pad, and athletic field use; oversees aquatic programs daily receipts and deposits and reservation system. Reviews and revises park fee schedule, as needed.
6. Coordinates and facilitates the training and evaluations of all program staff to meet local, state, and federal OSHA, WISHA, and industry Risk Management Standards such as, Certification Training Emergency Action Plans and Customer Service.
7. Operates and evaluates summer swim lesson program; coordinates the training and evaluations of all aquatic staff in swim lesson instruction, life guarding, CPR, First Aid and customer service.
8. Operates basic mechanical and chemical components of a seasonal outdoor swimming pool as to meet all local and state health safety standards.
9. Serves as a lead worker over a crew of subordinate employee who perform athletic field grounds and parks maintenance work.
10. Investigates and responds to questions, complaints or issues relating to recreation programs and grounds maintenance work from user groups and the public. Conducts site

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STATEMENT OF ESSENTIAL DUTIES (Continued)

inspections and determines the extent of need of maintenance or repair work. Works with Park Maintenance Leads to ensure work is completed.

11. Develops recreational instructor contracts with outside providers for program services and facilities.

STATEMENT OF OTHER DUTIES

12. Performs and supervises a variety of athletic field maintenance task; such as dragging line, striping, mound/batter's box repair, irrigation, edging net repair, moisture control, booming and shovel work. Performs turf maintenance assessment and athletic field safety inspections as required.

13. Conducts presentations on recreation programs to non-profit and community based groups, school districts, and athletic associations.

14. Attends classes, training sessions, and conferences for support, development and delivery of recreation and aquatic programs. May attend Park Board meetings, as needed.

MINIMUM QUALIFICATIONS

A Bachelor's degree in recreation administration, aquatics, or related field; PLUS two (2) years' experience in the coordination and implementation of recreational and aquatic programs; OR, any equivalent combination of training and/or experience that provides the required knowledge and abilities. Must pass job related tests.

PREFERRED QUALIFICATIONS

National Recreation and Park Association – Certified Park and Recreation Professional is preferred.

SPECIAL REQUIREMENTS

A valid Washington State Driver's license is required.

A valid American Red Cross Standard First Aid/CPR certification.

A valid American Red Cross Lifesaving Certification.

A valid American Red Cross Lifeguard Instructor Trainer Certification.

A valid Water Safety Instructor Certification.

A valid Water Safety Instructor Trainer Certification.

A valid Aquatic Facility Operator Certification or ability to acquire this certification within one year of the date of employment.

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KNOWLEDGE AND ABILITIES

Knowledge of:

- activities which make up a community and youth recreation programs
- pool safety, spray park maintenance and overall pool operation
- aquatic facility pool water chemistry
- general marketing and advertising concepts
- effective training techniques
- budget development and implementation
- program reservation systems
- basic word processing and databases
- cash register operation

Ability to:

- communicate effectively both orally and in writing
- establish and maintain effective working relationships with members of the community and public
- communicate effectively with people of all ages and from a variety of cultural, economic and ethnic backgrounds respond appropriately to emergency situations including follow up reports, proper documentation and record keeping
- maintain accurate records and files related to recreation operations, activities and budgets
- identify hazards and deficiencies and take appropriate action
- prioritize work load and handle multiple tasks
- follow written and oral instructions
- make appropriate decisions and or recommendations concerning rules, regulations, policies, and procedures for the overall benefit of the programs, staff and participants

SUPERVISION

The employee receives general direction from manager. The work is performed with considerable independence and is reviewed through meetings, status reports and from results obtained.

WORKING CONDITIONS

Performs approximately 50% of the work indoors in an office setting and 50% outdoors at a pool or park environment. May be required to work evenings, weekends and holidays. May be called upon for emergencies at times other than regularly scheduled hours. May participate in physical activities relating to sports and outdoor recreation camps.

Snohomish County is an Equal Employment Opportunity (EEO) employer.
Accommodations for individuals with disabilities are provided upon request.

[EEO policy and ADA notice](#)

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Class Established: October 1995 as Recreation Supervisor

Revised: January 2007, September 2016

Retitled and revised: December 2010 as Recreation Volunteer Specialist

Retitled and revised: October 2011

EEO Category: 2 - Professional

Pay Grade: 239 – Classified Pay Plan

Workers Comp: 1501 Hazardous