



## **Tahoe Donner Association Job Description**

**Job Title:** Assistant Recreation Supervisor  
**Job Code:** 133  
**Department:** Recreation  
**Reports To:** Recreation Supervisor  
**Class Code:** 9066  
**FLSA Status:** Non-exempt  
**Salary Level:** Hourly 7  
**Pay Range:** \$12.57 - \$14.97 per hour  
**File Name:** Assistant Recreation Supervisor.doc  
**Prepared Date:** 6/4/10, updated 4/23/11, 11/20/12, 5/4/13, 5/13/15, 10/17/15, 4/16/17

### **SUMMARY**

Under the direction of the Recreation Supervisor, the Assistant Recreation Supervisor is responsible for all duties of the Recreation Leader/Host including, but not limited to leading and supervising activities, events, programs, and any related operation, opening and closing facilities, greeting and checking passes of members and guests, providing information on the Association, programs, and special events to guests.

Operates computerized point of sale system and credit card machine, monitors and cleans facility. Sets up and breaks down programs and special events, prepares rosters, is reliable at being on their own to run programs, directs and/or leads the activities of each program, organizes and implements program elements and oversees participation and safety, and performs related work as required.

In addition, the Assistant Recreation Supervisor will provide supervisory support to the Recreation Supervisor, by enforcing employee policies and standards, assisting with scheduling and shift coverage as needed. The Assistant Recreation Supervisor acts as an example to the Recreation Leader/Host staff and is expected to work in a variety of programs and activities. The Assistant Recreation Supervisor will support the Recreation Supervisor with administrative tasks and special projects as assigned.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

Provide excellent customer service to customers, employees and business partners.

Maintain current knowledge, implements and enforces Association policies, procedures, rules and regulations.

Perform opening and closing procedures including securing facility, and moving pool covers as needed.

Perform frequent facility inspections to ensure areas are clean and free of debris and trash.

Responsible for performing accurate accounting processes including accurate daily deposits, counting and verifying personal bank, and collecting money for sales.

Assist customers with retail merchandise, class enrollment and answer questions, in person and by telephone.

Coordinate staff duties and notifies manager of facility condition.

Assist in all Recreation Hut operations.

Participate with set-up and dismantling program props, signs, and other equipment as needed. Clean and maintain recreation area, supplies and equipment.

Attend and actively participate in recreation activities with adults and children.

Assist with coordination and implementation of recreational activity and special events programs.

Ensure clean up of activities.

Assist members and guests with information, special events, and recreation activities.

Independently organize, coordinate and lead other Recreation staff in the execution of programs and events.

Work with Rec. Supervisor to plan and implement recreation activities and summer registration.

Run RTP report manager for registration audits and pre program roster preparation.

## **QUALIFICATIONS**

To perform this job satisfactorily, an individual must be able to perform each essential duty. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

## **EDUCATION and/or EXPERIENCE**

High school diploma or general education degree (GED); and one to two years related experience and/or training in recreation; or equivalent combination of education and experience.

Versed in RTP or similar customer management software experience desirable.

## **CERTIFICATES, LICENSES, REGISTRATIONS**

Cardiopulmonary Resuscitation (CPR) and First Aid certifications desirable.

AED training may be provided if necessary.

Requires possession of valid Class C Driver License with a driving record meeting the minimum standards required by the Association insurance carrier.

## **LANGUAGE SKILLS**

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public. Effectively communicate with members and all patrons based on knowledge of recreation programs.

