



## 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, 6/1/18

### 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.

**MATHEMATICAL SKILLS**

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

**REASONING ABILITY**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to remain stationary; move; use hands to finger, handle, or feel; and communicate. The employee frequently is required to reach with hands and arms; ascend, descend or balance; and position oneself close to the ground. The employee is occasionally required to sit and use sense of smell. The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed to outside weather conditions. The employee is frequently exposed to wet and/or humid conditions. The employee is occasionally exposed to moving mechanical parts; high, precarious places; fumes or airborne particles; toxic or caustic chemicals; and risk of electrical shock. The noise level in the work environment is usually moderate.

**SUPERVISORY RESPONSIBILITIES**

Assist in coordination of recreation operations. Supervise 5-10 employees. Assist in the overall direction, coordination, and evaluation of this unit. Carry out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include training employees; planning, assigning, and directing work; appraising performance and assisting manager with official evaluations; rewarding and disciplining employees; addressing complaints and resolving problems.

By signing below, I acknowledge that I have received and read the above job description.

\_\_\_\_\_  
EMPLOYEE NAME

\_\_\_\_\_  
EMPLOYEE SIGNATURE

/\_\_\_\_\_  
DATE