



Job Title: Recreation Supervisor
Job Code: 549
Department: Recreation
Reports To: Recreation Manager
Class Code: 9066
FLSA Status: Non-exempt
Salary Level: Hourly 19
Pay Range: \$18.05 - \$24.70 per hour
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SUMMARY

Under the direction of the Director of Operations, the Recreation Supervisor is responsible for overseeing all of the recreation programs and special events for the Tahoe Donner Association. These include seasonal events, children's programs, outdoor programs, general leisure programs, and other programs as assigned. The Recreation Supervisor also oversees the Tahoe Donner Snowplay tubing and sledding area during the winter season. This includes staffing, scheduling, training and supervising the recreation staff, Snowplay attendants and special event staff.

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

- Provide excellent customer service to customers, employees and business partners.
- Assist the Director of Operations in the planning and implementing all recreation activities including registration processes, procedures, and administration.
- Develop, coordinate, supervise and actively participate in recreation programs and operations. Develop and promote program safety procedures, documentation, and accountability.
- Coordinate with the Communications department and other resources to inform members, guest and the public with information about activities association-wide.
- Maintain current knowledge, implement and enforce Association rules, regulations, policies, and procedures.
- Maintain knowledge and compliance with external regulations pertaining to recreation, special event, and Snowplay operations.
- Responsible for set-up, maintenance, dismantling and storage of program props, signs, and other equipment as needed.
- Responsible for maintaining excellent housekeeping standards for all recreation, special event and Snowplay areas, supplies and equipment.
- Assist in evaluating programs through member surveys and other relevant feedback.
- Update daily, weekly, and monthly recreation program calendars for members and association staff. Coordinate with other association staff to implement recreation, special event, and Snowplay programs.
- Procure according to association procedures and within the operating budget all supplies, crafts, food and beverage, equipment, retail, learning utensils and literature, etc. Assist in the development and recommendation of annual operating budget for assigned area of responsibility.
- Responsible for inventory control including purchasing and maintaining retail, equipment and uniforms.
- Hire, orient, train, direct, motivate, evaluate, and discipline all assigned staff and oversee work schedules in accordance with Association policies.
- Recruit, motivate, and oversee volunteers and staff for recreation programs, special events, and Snowplay with regard to planning, set up, execution and tear down.
- Contact and coordinate with staff, volunteers, vendors, entertainers, and other association departments.
- Conduct regular meetings for training and to address safety issues in accordance with association requirements.
- Promote a positive work environment with group cohesion.
- Will be expected to assist, substitute, and schedule oneself for Recreation programs and Snowplay Attendant duties at the Snowplay area.
- Maintain statistics of recreation attendance and activities including revenue, payroll, and expenditures. Assists Trout Creek Manager and Assistant Manager to compile hours worked and commissions earned for assigned staff to be submitted to accounting in a timely manner.
- Develop and implement appropriate incident reporting techniques including emergency action plan with the Risk Manager.

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

Bachelor's degree (B.A.) from four-year college or university in recreation administration or related field and two years related experience and/or training; or equivalent combination of education and experience.

CERTIFICATES, LICENSES, REGISTRATIONS

Requires current Cardiopulmonary Resuscitation (CPR), Automated External Defibrillator (AED) and First Aid certifications.

A valid Class C Driver License with a driving record meeting the minimum standards required by the Association insurance carrier is recommended.

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 all day camps 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 taste or 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

Coordinates recreation operations. Manages 5-10 recreation employees and 20-30 special event staff and volunteers. Is responsible for the overall direction, coordination, and evaluation of this unit. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

WORK SCHEDULE

The Recreation Coordinator work schedule is dependent on program demands and association needs. This position will require both day and evening hours, weekends, and holidays.