

## City of Claremont, New Hampshire Position Description

<b>Position Titled:</b>	Superintendent of Recreation Programs	<b>FLSA Status:</b>	Exempt
<b>Reports to:</b>	Parks & Recreation Director	<b>Union/Merit:</b>	Merit
<b>Department:</b>	Parks & Recreation	<b>Grade Level-Points:</b>	
		<b>Revised/Updated:</b>	01/31/08

### Job Summary

Assists the Parks & Recreation Director in planning, implementing and directing all programs and department functions related to the recreation program offerings to include the City's Community Center, Aquatic Facilities, Parks system and its facilities. Coordinates with the Superintendent of Facilities the plans and schedule for programming that impact facilities. Oversees all assigned duties and department functions in the Director's absence.

The incumbent coordinates, schedules, and conducts a wide range of recreational activities including physical sports, hobbies, crafts, swimming lessons and special events. Plans, implements and evaluates all aspects of program operations, which requires a good deal of knowledge about various activities, the equipment used, rules and regulations used, and the tact needed to work with paid as well as volunteer instructors, and the public. The incumbent's work is largely responsible for the effective and efficient use of the Community Center, Aquatic Facilities, Parks System and, as such affects the quality of life for many City residents.

**Essential Job Functions** (Except as specifically noted, the following functions are considered essential to this position. The listed examples may not include all duties found in this class)

1. Reviews, analyzes and determines the needs of the community for various activities and events. Evaluates the effectiveness of programs. Creates new programs and develops their guidelines. Monitors, evaluates and analyzes the effectiveness of programs and events in the community and makes appropriate adjustments.
2. Schedules and coordinates program personnel. Recruits, hires and trains paid and volunteer employees. Plans and conducts employee and volunteer training sessions. Supervises program staff of 5 to 30 temporary and seasonal employees, and up to 30 volunteer staff depending on the program season and activities. Reviews, analyzes and determines needs of the Department staffing and volunteers. Conducts staff programming meetings with seasonal and full time program personnel. Serves as an instructor for several programs.
3. Plans, organizes and conducts a variety of recreational activities, events, camps, swimming programs and sports programs for the Department while keeping within a working budget. Works with clubs and organizations in providing recreation and athletic programming.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The use of an 8 hour day is to show the typical condition requirements for sitting, walking and standing and should not be construed that all jobs are 8 hours.

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4. Plans and directs special events and City wide events and trips. Publicizes programs and all Department functions and special events through brochure development, newspaper columns, public access TV, city web site, posters, flyers and speaking engagements. Speaks at schools, organizations and other groups to discuss recreational programs and services provided by the Parks and Recreation Department.
5. Attends conferences and staff meetings to keep abreast of new developments in the parks and recreational field. Assists the Director in the development of procedural and policy manuals for the Parks & Recreation Department. Assists with assessing fees for programs and events. Orders supplies and equipment needed for programs.
6. Performs multifaceted functions and administrative work assisting the Director in the overall operation of the Departments programs including preparing and administering the budget, revenue generation and grant writing proposals.
7. Performs general maintenance within the recreation facilities which includes general custodial and other maintenance tasks.
8. Enters registration and program information into the registration software program. Uses a computer and various software to develop promotional material and brochures.
9. Acts as a customer service representative at all times, including answering phones and serving customers throughout the day. Availability to work nights and weekends.
10. Assists and works closely with the Superintendent of Parks & Facilities in all Department functions. Coordinates program development with facility needs.
11. Serves as Director of Parks & Recreation in his/her absence as assigned.
12. Performs other related duties as assigned.

### **Peripheral Duties**

Attend council meetings as requested.

Perform the duties of subordinate personnel as needed.

Analyze and recommend improvements to equipment and facilities, as needed.

Participate in various committees.

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### Desired Minimum Qualifications

#### *Education and Experience:*

Bachelor's Degree from a four year college or university with a major course of study in Parks & Recreation or Public Administration. A national certification as a Certified Park & Recreation Professional (CPRP) is preferred. Incumbent should have two (2) years of full time experience working in a parks and recreation agency with considerable experience in programming, organizing, scheduling, supervising and instructing recreation, aquatic and athletic programs. Experience and knowledge in the programming management of a diversified parks and recreation department including the functions of a Community Center, Aquatics Facility, Parks System and its facilities.

Must maintain any required approvals and designations as required.

#### *Necessary Knowledge, Skills and Abilities:*

##### Knowledge of:

- Administrative policies and procedures related to the administration of the Department.
- Budgetary principles and practices.
- Computers and computer software.
- Techniques of effective time management.
- The facilities and equipment needed in a broad parks and recreational program including tools, equipment and material used in recreation and park activities.
- Human behavior, as applied to varied groups participating in recreational activities.
- A diversified recreation program including program in arts, crafts, dramatics, music, fitness, sports and athletics.
- The laws and regulations concerning recreation and day care programs.
- Thorough knowledge of the principles and techniques of planning, promoting and organizing a wide variety of recreational programs. Includes knowledge of recreational and cultural activities suitable for children, youths, adults and senior citizens.
- Thorough knowledge in the complete operations and management of community center operations.
- Thorough knowledge of First Aid methods and necessary safety precautions required in recreation and park work.
- Thorough knowledge of applicable laws, ordinances, and department rules and regulations.

##### Ability to:

- Act as a community expert related to recreation issues that affect the health and well being of the community.

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- Lead and instruct others in activities.
- Schedule and coordinate simultaneous activities and events for the community.
- Adapt programs to meet the wants and needs of the community.
- Work and direct people of all ages individually and in groups.
- Demonstrated ability to communicate both orally and in writing.
- Maintain electronic and written records and prepare reports and to document any and all information pertaining to the activities and responsibilities of the position.
- Ability to maintain effective working relationships with department heads, employees, City Council and the public and to deal with service problems courteously and tactfully.

### **Skill in:**

- Using tact, discretion, initiative and independent judgment within established guidelines.
- Organizing work, setting priorities, meeting critical deadlines, and following up assignments with a minimum of direction.
- Applying logical thinking to solve problems or accomplish tasks; to understand, interpret and communicate complicated policies, procedures and protocols.
- Skill in the use of the tools and equipment listed below.

### **Supervision Received**

Works under the general supervision of the Director of Parks & Recreation. Most duties are performed independently and the incumbent uses a moderate amount of independent judgment in scheduling activities and working with instructors, etc. Work is reviewed through observation, staff meetings and reports of department activities.

### **Supervision Exercised**

Incumbent exercises working supervision over up to thirty (30) part time instructors over the course of the year. Incumbent exercises working supervision over up to thirty (30) plus volunteers over the course of the year.

### **Responsibility for Public Contact**

Daily contact requiring courtesy, discretion, and sound judgment. The incumbent has a wide range of personal contacts including the public, community center staff, volunteer workers, community center board, parks & recreation board, city departments and some city management officials. In addition, the incumbent coordinates the activities with members of the media.

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### Licensing & Certification

Must maintain a valid motor vehicle operator's license.

### Tools & Equipment Used

Personal computer including Microsoft Office software, accounting software, motor vehicle, telephone, typewriter, calculator, copy machine, and fax machine etc

**Typical Work Surface(s):** Standard office desk and chair; tables; computer work station, wood, tile, cement, carpeted floors, turf and other sport field and court surfaces.

**Typical Controls & Equipment:** Calculator, computer, printers, telephone, typewriter, copy machine, fax machine, postage machine, folder/insertor, computer mouse.

**Typical Work Environment:** Inside: 70% Outside: 30%

**Summary of Occupational Exposures:** Incumbent spends majority of time coordinating or conducting recreation activities and special events within the Community Center and/or Parks System. Frequent evenings and weekend hours are required. Some physical effort required when demonstrating and participating in games and events of the recreational program. Working conditions could involve performance under varying weather conditions. May be exposed to cleaning fluids, copier toner, etc.

The incumbent's working conditions are typically quiet to moderately loud depending on the program and activities being performed.

### Physical Activity Requirements

#### Primary Physical Requirements

LIFT up to 10 lbs.: Frequently required

LIFT 11 to 25 lbs.: Frequently required

LIFT 26 to 50 lbs.: Rarely required

LIFT over 50 lbs.: Not required

CARRY up to 10 lbs.: Occasionally required

#### Other Physical Considerations

Twisting: Occasionally required

Bending: Occasionally required

Crawling: Rarely required

Squatting: Occasionally required

Kneeling: Occasionally required

Crouching: Occasionally required

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<u>CARRY 11 to 25 lbs.:</u>	Occasionally required	<u>Climbing:</u>	Rarely required
<u>CARRY 26 to 50 lbs.:</u>	Occasionally required	<u>Balancing:</u>	Rarely required
<u>CARRY over 50 lbs.:</u>	Rarely required	<u>Grasping:</u>	Frequently required
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<u>REACH above shoulder height:</u>	Occasionally required	<u>Handling:</u>	Frequently required
<u>REACH at shoulder height:</u>	Occasionally required	<u>Torquing:</u>	Occasionally required
<u>REACH below shoulder height:</u>	Occasionally required	<u>Fingering:</u>	Frequently required
<u>PUSH/PULL:</u>	Occasionally required		

### During an 8-hour Day, Employee is Typically Required To:

	<u>Consecutive Hours</u>	<u>Total Hours</u>
Sit	1 2 3 4 5 6 7 8	1 2 3 4 5 6 7 8
Stand	1 2 3 4 5 6 7 8	1 2 3 4 5 6 7 8
Walk	1 2 3 4 5 6 7 8	1 2 3 4 5 6 7 8

### Cognitive and Sensory Requirements:

<u>Talking:</u>	Necessary for communicating with others.
<u>Hearing:</u>	Necessary for taking instructions and information.
<u>Sight:</u>	Necessary for performing job effectively and correctly.
<u>Tasting &amp; Smelling:</u>	Not required for the performance of the functions of this position.

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