



CITY OF NORMAN

Employment Announcement

Human Resources Department
201 C. West Gray

P.O. Box 370
Norman, OK 73070

Phone: (405) 366-5482
Job Line (405) 366-5321

JOB TITLE:	Recreation Center Supervisor	JOB CODE:	05
DEPARTMENT:	Parks and Recreation – Irving Recreation Center		
SALARY:	\$42,317 - \$60,253 annually		
STARTING DATE:	ASAP		
JOB LOCATION:	Irving Recreation Center, 125 Vicksburg		
WORK PERIOD:	12:00 p.m. to 9:00 p.m. or 1:00 p.m. to 10:00 p.m., Monday – Thursday, 9:00 a.m. to 6:00 p.m., Friday. Work period varies. May be required to work special events and weekends.		

MINIMUM QUALIFICATIONS:

Education and Experience: Requires four year degree from an accredited college or university in Recreation, Physical Education, Social Services, or related field, depending upon the assignment. One to two years recreation experience or any equivalent combination of education and experience which provides the required knowledge, skills, and abilities. **License and Certifications:** Applicant must have a valid Oklahoma driver's license and satisfactory driving record. **Knowledge:** Concepts, programming, and administration of recreation activities and programs. Operation and maintenance of a recreational facility. Activities necessary to the effective functioning of a diverse program providing community services. **Skills:** Developing, planning, and implementing recreation programs and activities. Interpersonal skills necessary to effectively lead subordinates, resolve minor complaints, and deal with day to day occurrences. Oral and written communication. **Mental and Physical Abilities:** Ability to communicate effectively with public and school personnel. Ability to concentrate and pay close attention to detail for up to 50% of the work day. Ability to lift and carry light (up to 25 lb.) supplies, materials, and equipment frequently. Ability to lift and carry moderately heavy (25-50 lb.) supplies, materials, and equipment occasionally. Work requires continued walking, stooping, standing, and some climbing. Ability to maintain regular, predictable and punctual attendance. **Additional Information:** Selected applicant must pass physical examination, drug screen, and background investigation.

DUTIES AND RESPONSIBILITIES:

Essential Functions: Supervises and ensures the inspection of recreation facilities to ensure rules are being followed; opens and closes center; inspects center for any maintenance problems and repairs or has repairs performed. Plans, promotes, organizes, coordinates, schedules, and supervises various recreation programs and activities including leisure activities for senior citizens, sports leagues, games for children, crafts for children and adults, special tournaments, movie matinee, special classes, short sessions, and/or one-night programs. Supervises part-time recreational instructors and maintenance personnel; monitors and instructs employees in correct methods and procedures and in safe operation of equipment; inspects work in progress to ensure safety, quality, and timely completion of work; reviews and evaluates employee performance; recommends promotions and raises; resolves grievances. Ensures equipment, materials, and supplies are available for scheduled activities; provides set up for activities; checks equipment in and out; protects and maintains all sports, games, and recreational equipment. Maintains statistical records and reports regarding enrollment in programs and activities and facility attendance; collects, accounts for, and deposits fees received for activities. Responds to questions and complaints from the public regarding recreational activities, programs, and facilities; answers questions or refers callers to appropriate agencies for assistance; investigates, documents, and resolves problems or complaints. Orders and purchases supplies and equipment up to a predetermined amount; makes telephone calls to get price quote and purchases best quality for lowest price; picks up and delivers purchases to center. Recommends budget for center(s); monitors center expenditures to ensure compliance with budget. Interprets and enforces departmental and center policies and safety rules and regulations. **Examples of Other Major Responsibilities:** Develops and maintains cooperative relationships with other departments, outside agencies and groups, and general public contacted in the course of work; provides assistance when requested; performs public relations work within the community and state. Some assignments may include social services outreach, referral and other types of public assistance. Performs general office duties including typing, copying, and mailing tasks; keeps bulletin and informational boards current; develops and designs promotional materials; maintains monthly calendar of events. Schedules rental of facility; sets up facility for rentals. Keeps score for various sports leagues; assists in refereeing. Provides assistance with special City events. Performs general kitchen, janitorial, and maintenance duties. Performs other related duties as required.

WORKING CONDITIONS: Works in an office environment; however, time is spent outside (approximately 10% to 25% of the time) exposed to temperature extremes, dirt, dust, noise, etc.

Human Resources Director/Designee	(date)		1-12-12
January 17, 2012 through January 30, 2012			1/12/12
RECRUITMENT PERIOD		Requesting Supervisor /Designee	(date)

EQUAL OPPORTUNITY EMPLOYER