



CITY OF SELMA JOB POSTING

POSITION: RECREATION SUPERVISOR

DEPARTMENT: Recreation

LOCATION: City of Selma

STATUS/SCHEDULE: Regular, Full-time

OPENING DATE: July 7, 2021 CLOSING DATE: August 30, 2021

Job Summary

Under direction, develops, plans, organizes, coordinates, and supervises community and recreation programs; provides technical staff assistance in the field of community and recreation programming.

Duties and Responsibilities

1. Develop, plan, organize, implement, and evaluate a variety of community services and recreation programs, including special events and contract services.
2. Establish schedules and methods for providing recreation services; identify resource needs; review needs with appropriate management staff; allocate resources accordingly.
3. Participate in the development of goals and objectives as well as policies and procedures; make recommendations for changes and improvements to existing standards policies, and procedure participate in the implementation of approved policies and procedures; monitor work activities to ensure compliance with established policies and procedures.
4. Prepare community event and recreation publicity; coordinate referral systems and the publication of seasonal brochures; coordinate the dissemination of recreation and community service publicity.
5. Identify community needs and recommend appropriate programs related to area of assignment.
6. Prepare periodic reports; maintain files and records.

7. Conduct and supervise special events; develop contracts and hire contracted instructors.
8. Maintain and design the online recreation registration program; process reservation requests for City parks and other City-owned facilities.
9. Serve as staff liaison on various City recreation or community related committees and subcommittees as assigned by the department director.
10. Prepare purchase requisitions; order supplies and materials.
11. Participate in the selection of part-time recreation staff; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures.
12. Participate in the preparation and administration of the recreation program budget; submit budget recommendations; monitor expenditures.
13. Respond to complaints and requests for information.
14. Coordinate community services activity programs with other City departments, divisions, outside agencies, and service providers.
15. Coordinate the reservation of Selma Recreation Dept. facilities with outside organizations.
16. Meet with public groups, clubs, organizations, and agencies to explain and promote community services, activities, and programs that encourage community participation.
17. Select, supervise, train, and evaluate assigned part-time staff.
18. Attend and participate in professional group meetings; maintain awareness of new trends and developments in the recreation field; incorporate new developments as appropriate into programs.
19. Perform related duties as required.

Qualifications

Methods, techniques, principles, and procedures used in the planning, development and administration of community service programs.

Common recreational and social needs of various age groups.

Principles of supervision, training, and performance evaluation.

Principles and procedures for implementing and directing a wide variety of community services activities.

Principles and practices of budget development.

Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.

Various sports equipment used in recreation programs.

Ability to:

Develop and administer a community services and recreation programs suited to the needs of the community.

Plan, organize, coordinate, and direct the development and implementation of community services program.

Analyze, interpret, and explain section policies and procedures.

Supervise, train, and evaluate employees and volunteers.

Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Education/Training:

A Bachelor's degree from an accredited college or university with major course work in recreation administration or a related field.

Experience:

Two years of increasingly responsible community service or recreational program administration experience.

APPLICATIONS INCLUDING YOUR RESUME SHOULD BE SUBMITTED TO THE PERSONNEL DEPARTMENT 222 BROAD STREET SELMA AL 36701

THE CITY OF SELMA IS AN EQUAL OPPORTUNITY EMPLOYER