

**CITY OF BURIEN, WASHINGTON**  
**JOB DESCRIPTION**

**Title:** Recreation Supervisor  
**FLSA Status:** Non-Exempt

**Dept.:** Parks, Recreation, and Cultural Services  
**Reports to:** Recreation Manager

The City of Burien believes that each employee makes a significant contribution to our success. This job description is designed to outline primary duties, qualifications and job scope. 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.

**General Position Summary**

The Recreation Supervisor develops and administers innovative and responsive City-wide recreation and cultural programs for multiple interest areas and age groups; coordinates recreation facility scheduling; and directs the work of full-time, part-time, temporary, volunteer, and/or contractual service providers.

**Essential Functions**

- Supports and models the identified vision, values and behaviors of the organization.
- Develops, oversees and implements diversified recreation programs and services.
- Plans and implements coordinated marketing plans.
- Identifies and actively seeks partnership opportunities.
- Regularly assesses community recreational interests to add, modify, or delete program offerings.
- Completes seasonal program evaluations and/or related customer quality assurance measurements.
- Prepares and monitors recreation services contractual agreements.
- Assumes lead role for department-wide assignments.
- Reviews specifications and contacts vendors to obtain quotes and make recommendations for purchase.
- Assists with recommendations for short- and long-range program and facility planning.
- Administers and supervises facility scheduling and rental system.
- Provides motivational leadership, training resources, work plan development, and guidance to assigned staff.
- Develops work schedules to assure proper staffing levels for programs.
- Supervises staff work assignments, evaluates performance, and provides regular feedback on job performance.
- Provides recommendations to Recreation Manager for staff hiring and termination.
- Develops and updates training manuals for staff and volunteers.
- Assists with preparation of annual expenditure and revenue budgets.
- Monitors and controls assigned budgets.
- Identifies and maximizes recreation program revenue opportunities.
- Prepares and maintains a variety of reports, records, contracts, and files for assigned program areas.
- Operates CLASS recreation program and facility software system.
- Responds to questions and resolve complaints as authorized.
- Performs related duties as assigned.

## **Secondary Functions**

- Sets up and takes down facility and equipment.
- Assists customers with program registration and/or facility reservation requests.
- Writes grant applications.
- Serves on and participates in various employee committees.

## **Job Scope**

Work involves recurring work situations with occasional variations from the norm involving a moderate degree of complexity. The incumbent determines own practices and procedures and contributes to the development of new concepts with minimal supervision.

## **Supervisory Responsibility**

The position plans, schedules and directs the work performance of Recreation Specialists and/or part-time or temporary recreation staff and volunteers.

## **Interpersonal Contacts**

Works with Department team members, program participants, affiliate community agencies, contractors and instructors, volunteers, citizens and elected officials.

## **Specific Job Skills**

### **Knowledge of:**

- Recreation program philosophy, principles, practices, and techniques.
- Principles and practices of effective leadership.
- Principles and practices to successfully train, direct, motivate, support, evaluate, and correct staff performance.
- CLASS system registration and facility scheduling system.
- Innovative problem-solving strategies and techniques.
- Cost analysis and budgeting principles.
- Word, Excel, Access, Outlook and other related software programs.

### **Ability to:**

- Manage multiple tasks with attention to detail.
- Establish and maintain cooperative working relationships in a team environment with participants, citizens, affiliate community agencies, staff, and volunteers.
- Implement effective supervision principles and practices.
- Evaluate effectiveness of recreation programs and services and modify as needed.
- Exercise initiative.
- Communicate effectively, both orally and in writing.
- Interpret and apply rules, regulations, policies, and procedures.
- Maintain safe and clean equipment, facilities, and grounds.
- Perform custodial and/or light maintenance duties.
- Effectively respond to emergency situations and apply First Aid and CPR when necessary.
- Exercise discretion in confidential matters.
- Analyze situations effectively and adopt an accurate course of action.
- Work a flexible schedule including occasional weekends, evenings and other irregular hours.

### **Mental Abilities:**

Position requires continuous interpersonal skills, teamwork, customer service, use of discretion, and the ability to read, write, speak, and understand English; frequent creativity; occasional decision making, training/supervising, and performance of basic and advanced math; and rare negotiation and presentations/teaching.

**Physical Abilities:**

Position requires continuous sitting, fingering, reaching, feeling, talking, hearing, handling, and repetitive motions of hands and wrists; frequent standing, stooping, and bending; occasional kneeling, climbing, and repetitive motions of feet; and rare crawling. Incumbent must be able to push, pull, lift, and carry 25 pounds.

**Education and/or Experience**

Bachelor's degree in Parks and Recreation, Public Administration or related field and four years of progressively-responsible related experience in the field, including program and facility management in addition to supervisory experience or any equivalent combination of education, training, experience, knowledge, skills, and/or abilities which would allow an individual to perform the duties of the position.

**Special Requirements**

- Successful completion of pre-employment background check.
- Washington State Driver's license with satisfactory driving record.
- Current CPR and First Aid certification preferred.

**Job Conditions**

The Recreation Supervisor works primarily in an office environment subject to occasional interruption and with a moderate noise level. Work may also be performed at neighborhood schools and other off-site locations. A high degree of physical mobility is required to provide supervision of events at various locations. Ability to work on a flexible schedule is required. Must be able to work irregular hours including some evenings and weekends.

Adopted 053014