

**CITY OF OBERLIN JOB DESCRIPTION**  
**Recreation Site Supervisor**

<b>Title:</b>	Recreation Site Supervisor	<b>Department:</b>	Planning & Development, Recreation Division
<b>Supervisor:</b>	Recreation Superintendent; Recreation Coordinator	<b>Positions Supervised:</b>	Recreation Group Leaders; Recreation Aides; Volunteers
<b>Status:</b>	Part-time	<b>Civil Service Status:</b>	Unclassified
<b>FLSA Status:</b>	Non-Exempt	<b>Exemption Category:</b>	N/A
<b>Bargaining Unit:</b>	N/A	<b>Pay Grade:</b>	Temporary, Seasonal
<b>Schedule:</b>	As assigned by Recreation Superintendent / Recreation Coordinator		

*This description is meant to represent a body of work typically performed in this position but does not necessarily represent all the duties which may be assigned to the incumbent in the position. The incumbent is responsible for performing miscellaneous duties as needed or assigned.*

**General Statement of Duties:**

Responsible for coordinating program activities at respective sites. Responsible for supervising and instructing Recreation Group Leaders, Recreation Aides, and/or volunteers in implementing program activities. Demonstrate leadership and technical skills through effective communication and collaboration, proper use of program resources, progressive decision making, personal accountability and responsibility. Responsible for supervision of program participants. Responsible for supervising safe and appropriate play activities. Responsible for maintaining facilities and equipment. Required to assist with other events sponsored by the Oberlin Recreation Division (i.e. tournaments, festivals and community events). May be required to assist in the operation of concession stand. As a representative of the Oberlin Recreation Division, a uniform will be provided along with a work identification (ID) badge, which must be worn during working hours at all times. Will perform other duties as assigned.

**Minimum Qualifications:** Must possess a High School Diploma or equivalent and have at least two or more years experience working with children, adults, and/or seniors, or an equivalent combination of education and experience that provides the skills and abilities necessary to perform the job. Experience in a supervisory role is preferred. Must have the ability to work with and motivate people. Must possess a genuine interest in the well being of children, adults and seniors. Must be available to work weekdays, evenings and weekends, as assigned. Well-organized individual with the ability to work with a diverse population (must be able to exhibit respect for and sensitivity to all children, parents, and staff, in respect to their culture, disabilities, socio-economic background, sex, sexual orientation, religion, etc.).

The position requires a valid state of Ohio driver's license and proof of current certification in CPR and First Aid (which may be obtained during on-the-job training). The position may require successful completion of additional pre-employment procedures. An individual who poses a direct threat to himself/herself or others in the workplace will be deemed not qualified for this position.

**Supervision:** Works under the supervision and direction of the Recreation Superintendent and/or Recreation Coordinator. May exercise supervision over Recreation Group Leader(s), Recreation Aide(s), and/or volunteers, as assigned.

**Job Duties:** *(Essential functions are identified by an “\*”)*

- Oversee the on-site management of the Recreation Program staff\*
- Plan, lead and teach various activities including, but not limited to, art, crafts, science, games, sports, theater, and music\*
- Supervise and actively participate in group activities and serve as a positive role model for children at all times\*
- Provide exemplary customer service to the public, and responds to questions, concerns, and issues in an open, proactive, solution-based manner\*
- Respond to conflict in a calm, professional manner\*
- Render first aid in case of injury\*
- Maintain safety of children at all times\*
- Report safety issues or incidents to parents Recreation Superintendent and/or Recreation Coordinator in a timely manner\*
- Communicates with Recreation Superintendent and/or Recreation Coordinator about the status of the program, parent concerns, and staff performance, including written evaluation of staff\*
- Coordinates meals, snacks, supplies and other materials needed for the program with Recreation Superintendent and/or Recreation Coordinator\*
- Maintains clean, tidy environment
- Work closely with other staff in an enthusiastic, cooperative and supportive manner, creating a team oriented environment
- Implement discipline plans with children as necessary
- Assist with the preparation and maintenance of required reports
- Attend required staff training and other meetings
- Possess the ability to move to a variety of sites as needed, and to work with staff as assigned by the Recreation Superintendent and/or Recreation Coordinator\*
- Represent the City of Oberlin Recreation Division in appearance, professionalism, and integrity\*
- Other duties as assigned

**Required Knowledge, Skills and Abilities:**

- Knowledge of the Recreational Program daily functions
- Ability to supervise and instruct program staff and/or volunteers
- Ability to establish and maintain effective working relationships with supervisor(s), co-workers, and other City employees
- Ability to develop effective interpersonal relationships with children, parents, staff and members of the public
- Ability to plan and lead age-appropriate activities for children, adults, and seniors
- Ability to exercise sound judgment in evaluating situations and decision making
- Ability to respond to safety and emergency situations
- Ability to anticipate and define problems or issues, recommend effective solutions and draw valid conclusions
- Ability to provide effective customer service
- Ability to demonstrate initiative in work environment

**Specialized Knowledge, Skills, and Abilities:** The Recreation Site Supervisor will be assigned to one or more programs, which require unique sets of knowledge, skills and abilities (KSAs). These KSAs can generally be acquired through on-the-job training, which occurs after the employee is hired.

**Licenses and/or Certifications:**

- Valid state of Ohio driver's license
- Valid American Red Cross Certification in First Aid and CPR, or equivalent

**Work Environment and Equipment Utilized:** Work is performed in both indoor and outdoor environments, and may be noisy at times. Work requires active participation in program activities, with varying degrees of physical exertion. The employee may be required to sit or stand for extended periods of time, and perform routine physical tasks such as bending, squatting, lifting (<20lbs.) and reaching.

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Employee Signature/Date  
*Wanda Davis* 2/20/15  
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Human Resources Signature/Date  
*[Signature]* 2/20/15  
\_\_\_\_\_  
Appointing Authority Signature/Date

\_\_\_\_\_  
Supervisor Signature/Date  
*[Signature]*  
\_\_\_\_\_  
Law Director Signature/Date  
  
Reviewed by Civil Service Com.: \_\_\_\_\_  
Reviewed by City Council: \_\_\_\_\_