



Recreation Supervisor

City of Elkhorn Recreation Department

Contact Name: Karl Sorvick

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Closing Date:

Salary: \$46,500 - \$55,715

Description:

The following duties are normal for this position and are not to be construed as exclusive or all-inclusive. The omission of specific statements of duties does not exclude them from the position if the work is similar or is a logical assignment to the position. Other duties may be required and assigned.

General Management/Administration/Human Resources/Supervisory

Oversee and coordinate delivery of various recreation programs and activities including but not limited to summer programs, adult sports, youth sports, enrichment activities, city events and outdoor Sunset Pool operations.

Confer with and assist Director in development and implementation of programming goals and objectives; monitors program performance; recommend and implement modifications to improve quality of program delivery.

Maintains records and develops reports concerning new or ongoing programs and program effectiveness; prepares statistical reports as required.

Assists Recreation Director in pursuit of additional resources for program through grant applications, solicitation of donations and other fund-raising activities.

Conducts informational meeting with staff, and volunteers concerning policies, procedures, rules and regulations to their specific assigned activities at the recreation center.

Assist the administrative assistant with day-to-day operations such as daily registrations by online, in person and over the phone.

Collaborates with Recreation Director and Administrative Assistant to prepare and distribute brochures, flyers, news releases, social media announcements to promote and advertise programs.

Assists with preparation of the department's annual operating and capital budgets; develops program cost estimates and monitors expenditures; maintains work order and project budget reports; reconciles and closes work orders.

Instruct, review, schedules and supervise part time seasonal staff; delegates authority and responsibility recreation lead positions; ensure training requirements are met; makes recommendations regarding interviewing, selection, promotion, discipline and discharge of employees.

Additional duties may also require periodic in-person monitoring of programs and attendance at meetings outside of normal workday hours. Fills in for supervisors, umpires, referees, and seasonal staff as needed for programs.

Qualifications:

Associate degree Recreation, Leisure Service or related field. A minimum of two years in recreation supervisor experience, or equivalent combination of educations and experience that provides the requisite knowledge, skills and abilities for the position.

Minimum of one year of supervisory experience and minimum of 3 months aquatics program experience and facility management is required. Additional experience is preferred.

Red Cross certification in CPR and First Aid is desired.

Desire to obtain or currently have Red Cross Lifeguard certifications include CPR/AED and first aid), Lifeguard Instructor Certification (LGI) within a year of employment.

Apply to: <https://www.cityofelkhorn.org/clerk/page/employment-opportunities>