

Village of Elm Grove

Position Description

Name:	Vacant	Department:	Recreation
Position Title:	Recreation Supervisor /Administrative Support	Pay Grade:	FLSA: E
Date:		Reports To:	Assistant Village Manager/ Zoning Administrator

Purpose of Position:

The purpose of the recreation supervisor position is to provide the Village of Elm Grove with quality recreation programming and managing the day to day operations of all programming and recreational facilities to the benefit of all citizens. The Recreation Supervisor is a department lead level position and directly reports to the Assistant Village Manager and staffs the Recreation Board..

Essential Duties and Responsibilities:

- Responsible for development and management of all recreational programming for the Village of Elm Grove including new programming, staffing levels, and fee development
- Administration of all program registrations and recreation software
- Supervise the use of all Village recreation facilities including pool and park equipment and athletic fields/courts pavilion and gazebo
- Supervision, hiring and instructing all personnel for the Recreation Department
- Manage daily operations, including the scheduling, staffing, cash handling/accounting and the development of new programs
- Preparation of the annual recreation budget, fiscally responsible for the Recreation Department's operation year round under the supervision of the Assistant Manager
- Preparation of the recreation brochures as needed throughout the year, dictated by programming needs of the community
- Attend and plan all recreation committee meetings and other meetings as directed
- Responsible for grant writing and reporting for any recreation or park projects
- Perform maintenance of the outdoor municipal swimming pool and the park as needed
- Assist in any administrative tasks as directed by the Assistant Manager

Additional Tasks and Responsibilities:

- Assist other departments as needed
- Wildlife Abatement Projects
- Assist with the Village website/social media
- Organize Village staff events
- Any other duties which may be assigned

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelors degree in recreation administration, business administration or related field, one to two years recreation experience, or any combination of education or experience that provides equivalent knowledge, skills, and abilities. Preferred experience as CPR instructor, lifeguard instructor and pool operator certification or the ability to become certified.

Physical and Mental Abilities Required to Perform Essential Job Functions

Language Ability and Interpersonal Communication

Ability to analyze data and information using established criteria, in order to determine consequences and to identify and select alternatives. Ability to compare, count, differentiate, measure, copy, record and transcribe data and information. Ability to classify, compute, tabulate, and categorize data.

Ability to counsel, mediate, and/or provide first line supervision. Ability to persuade, convince, and train others. Ability to advise and provide interpretation regarding the application of policies, procedures and standards to specific situations.

Ability to utilize a variety of advisory data and information such as budgets, billing statements, program sheets, incident/accident reports, score sheets, press releases, informational brochures, schedules, lists, program forms, job applications, state code, sports rule books, equipment catalogs, and non-routine correspondence.

Ability to positively communicate verbally and in writing with program participants, program staff, sports groups, school athletic director, maintenance personnel, Park and Recreation Board members, Village Trustees, insurance personnel, and civic groups/clubs.

Mathematical Ability

Ability to calculate percentages, fractions, decimals, volumes and ratios. Ability to interpret basic descriptive statistical reports.

Judgment and Situational Reasoning Ability

Ability to use functional reasoning in performing influence functions such as supervising, managing, leading, and teaching.

Ability to exercise the judgment, decisiveness and creativity required in situations involving the evaluation of information against sensory and/or judgmental criteria.

Physical Requirements

Ability to operate, maneuver and/or steer equipment and machinery requiring simple but continuous adjustments, such as computer terminal, computer printer,, photocopier, telephone, maintenance vehicles and a variety of sports equipment.

Ability to coordinate eyes, hands, feet and limbs in performing semi-skilled movements such as data entry and assembling.

Ability to exert moderate physical effort in work, typically involving some combination of lifting, carrying, pushing and pulling. Ability to sustain prolonged visual concentration.

Environmental Adaptability

Ability to work under moderately safe and comfortable conditions where exposure to environmental factors such as disease poses a risk of injury.

The Village of Elm Grove is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Village will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Employee's Signature

Supervisor's Signature

Date

Date