

CITY OF BELMONT
RECREATION CENTER SUPERVISOR
Salary Grade 14: Minimum \$43,483 – Maximum \$65,225

GENERAL STATEMENT OF DUTIES: Employees in this class performs the duties of providing recreation program leadership, facility management, and oversee the operations of the recreation center.

DISTINGUISHING FEATURES OF THE CLASS: Employees in this position will plan, organize, coordinate, and supervise a wide variety of sports programs for youth and adults in the recreation center. He/she will assist with special events and other job-related duties. Work involves managing and providing a wide variety of programming and events for the community. Work will involve working in skilled trades such as management, marketing, and budgeting. Supervision is exercised over the center personnel, paid and volunteer. All work for this position is performed under the supervision of the Parks & Recreation Director and is reviewed for results obtained and consistency with departmental policy.

ESSENTIAL JOB FUNCTIONS:

- Manage facility with programming, community groups, and rentals in various areas of the facility.
- Work in an office setting and using standard office equipment.
- Complete daily walkthroughs of facility and grounds and submit any maintenance requests as needed.
- Plans, schedules, trains, assigns, supervises, and evaluates the work of staff, contractors, and volunteers, leading activities at the center.
- Lead a variety of recreational activities, train staff on procedures of the facility to include but not limited to opening, closing, registration, rentals, and other procedures.
- Enforce center rules and regulations, maintain patrons code of conduct.
- Maintain and submit reports on a weekly, monthly, quarterly, and yearly bases.
- Assists the screening and selection of center staff.
- Performs other duties as assigned.

JOB RELATED PHYSICAL ACTIVITY REQUIREMENTS: This position involves having the ability to lift and carry materials up to 50 pounds; ability to lead groups in activities; ability to communicate to individual and groups. Physical activity related to this position may include climbing, stooping, kneeling, crouching, crawling, reaching, standing, walking, lifting, fingering, grasping, feeling, talking, hearing, and repetitive motions. Sufficient visual acuity is required to prepare and analyze data figures, visually inspect equipment to find small defects, perform extensive reading, and use a computer terminal. An employee in this position may be subjected to indoor and outdoor environmental conditions. The worker may be exposed to blood borne pathogens and may be required to wear specialized personal protective equipment.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Good knowledge of community recreational work; good knowledge of the functions of a community recreation center; some knowledge of first aid; good knowledge of the interests and the needs of the age groups that participate in the center's activities; ability to develop and maintain effective working relationships with co-workers and with activity participants; ability to develop long term plans and programs and to evaluate work accomplishments; ability to use a computer; ability to establish and maintain good working relationships with other city officials and employees, and with the general public; initiative and resourcefulness, good organization skills, thoroughness and dependability.

ACCEPTABLE EXPERIENCE AND TRAINING: Graduate from a four-year college or university in recreation, administration, physical education, or a related field and at least two years of experience managing a recreation center; or an equivalent combination of education and experience. Master's degree preferred. Must possess a valid driver's license.

OTHER CERTIFICATIONS PREFERRED: CDL with passenger endorsement. Certification in First Aid/CPR. Certified as Park and Recreation Professional, Provisional Park and Recreation Professional, or Associate Park and Recreation Professional.

BENEFITS: Medical, Dental, Vision, Life, Retirement, 401K, NC Local Government Retirement, Employee Assistance Program, Sick Leave, Vacation, and Holidays.

Pre-Employment Drug Screening is required.

APPLY: Submit application with resume online at www.cityofbelmont.org or mail application and resume to: City of Belmont, Attn: HR Dept., PO Box 431, Belmont, NC 28012.

Equal Opportunity Employer

Position Open until Filled.