



CITY OF MEDFORD, OREGON

RECREATION SUPERVISOR

JOB TITLE: Recreation Supervisor	DEPARTMENT: Parks and Recreation	
CLASSIFICATION: Exempt	POSITION #: 160	GRADE: S14
UPDATED: August 2015	<input checked="" type="checkbox"/> Approved by Human Resources Director <input checked="" type="checkbox"/> Approved by City Manager	

SUMMARY:

The Recreation Supervisor plans, coordinates and delivers a variety of adult, youth and community recreation and enrichment programs, services and events. The Recreation Supervisor of Athletics and/or Recreation Supervisor of Adult Enrichment and Aquatics, and/or Recreation Supervisor of Community Recreation report to the Assistant Parks and Recreation Director.

The Recreation Supervisor position is a middle management class which may be assigned responsibilities for supervising programs and activities of one or more divisions, in addition to being assigned various activities and projects to assist the Assistant Parks and Recreation Director in carrying out the Department's mission and goals.

ESSENTIAL DUTIES/RESPONSIBILITIES:

These duties are a representative example; position assignments may vary depending on the business needs of the department and organization. This position:

- Coordinates and supervises all programs and services in Recreation, including but not limited to; youth, adult and older adult recreation and enrichment programs; sports leagues and aquatics programs; special community events and activities in accordance with the Parks, Recreation and Leisure Services Plan and CAPRA standards.
- Coordinates programs and services with other City departments, and serves on a variety of committees.
- Participates in the department budgeting process; monitors and administers the department budget.
- Researches local, regional and national recreation trends and programs; stays current on compliance, code, regulation and changes to legislation that impact programs and services.
- Supervises staff, including assigning work, scheduling, providing guidance, performance evaluations, employee development, hiring, disciplinary recommendations, etc.
- Serves as liaison with other City departments, external organizations, agencies and citizens.
- Assists with the development of program guides, publications, promotional materials, and marketing efforts, and maintains other media, such as websites, social media, etc.
- Scope of assigned area will depend on departmental structure and is at the discretion of the Assistant Director.
- Upholds the values of the organization and has strong customer service orientation.
- Must have the ability to handle job stress and interact effectively with others in the workplace.
- Must be honest and truthful in all tasks and responsibilities.
- Performs other related projects and duties as assigned.
- Demonstrates regular, reliable and punctual attendance.



CITY OF MEDFORD, OREGON

RECREATION SUPERVISOR

CORE COMPETENCIES:

Supervisor / Management:

Incumbents should have a solid foundation of individual contributor core competencies identified by the organization, as well as the following core competencies identified as essential for Supervisors/Managers:

Active Listening - Effective performers offer their full attention when others speak. They listen actively, giving verbal and nonverbal cues of their interest. When the speaker has finished, they paraphrase what was said to ensure understanding.

Change Agility - Effective performers are adaptable. They embrace needed change and modify their behavior when appropriate to achieve organizational objectives. They are effective in the face of ambiguity. They understand and use change management techniques to help ensure smooth transitions.

Conflict Management - Effective performers recognize that conflict can be a valuable part of the decision-making process. They are comfortable with healthy conflict, and support and manage differences of opinion. They thwart destructive competition or friction, and use consensus and collaboration to debate and resolve issues.

Creativity - Effective performers generate original ideas, encourage new ways of thinking, explore options, and develop innovative solutions. They challenge pre-existing conceptions and offer alternatives. They find new ways to look at old problems. They encourage others to challenge old assumptions and try innovative improvements.

Delegation - Effective performers willingly entrust work to others. They provide clear guidelines, monitor, redirect, and set limits as needed. They provide challenging assignments whenever possible, sharing the authority and providing resources and support that empower others to meet their expectations.

High Standards - Effective performers establish and model standards that guarantee exceptional quality and necessary attention to detail. They continually seek to improve processes and products, and hold staff accountable for quality. They find best practices, share them, and then improve upon them.

Influence - Effective performers are skilled at directing, persuading, and motivating others. They are able to flex their style to direct, collaborate, or empower, as the situation requires. They have established a personal power base built on mutual trust, fairness, and honesty.

Mission Focus - Effective performers understand and support the organization's mission – its core purpose for being. They believe in the mission, value it, and are committed to it. They communicate it to staff, stand behind it, and interpret its applications for others. They frequently refer to the mission and incorporate it into daily activities.



CITY OF MEDFORD, OREGON

RECREATION SUPERVISOR

Organizing & Planning - Effective performers have strong organizing and planning skills that allow them to be highly productive and efficient. They manage their time wisely, and effectively prioritize multiple competing tasks. They plan, organize, and actively manage meetings for maximum productivity.

Relationship Building - Effective performers understand that a primary factor in success is establishing and maintaining productive relationships. They like interacting with people and are good at it. They devote appropriate time and energy to establishing and maintaining networks. They initiate contacts readily and maintain them over time. They are able to utilize relationships to facilitate business transactions.

Results Orientation - Effective performers maintain appropriate focus on outcomes and accomplishments. They are motivated by achievement, and persist until the goal is reached. They convey a sense of urgency to make things happen. They respect the need to balance short- and long-term goals. They are driven by a need for closure.

Talent Development - Effective performers keep a continual eye on the talent pool, monitoring skills and needs of all team members. They expand the skills of staff through training, coaching, and development activities related to current and future jobs. They evaluate and articulate present performance and future potential to create opportunities for better use of staff abilities. They identify developmental needs, and assist individuals in developing plans to improve themselves. They stay proficient in appropriate talent management processes, including best practices for prospecting, recruiting, selection, orientation, and succession management.

Team Management - Effective performers create and maintain functional work units. They understand the human dynamics of team formation and maintenance. They formulate team roles and actively recruit and select to build effective workgroups. They develop and communicate clear team goals and roles, and provide the level of guidance and management appropriate to the circumstances. They reward team behavior and foster a team atmosphere in the workplace.

Written Communication - Effective performers write clearly and concisely, composing informative and convincing memos, e-mails, letters, reports, and other documents. Regardless of the format, they are able to use the written language to convey both substance and intent with accuracy.



CITY OF MEDFORD, OREGON

RECREATION SUPERVISOR

QUALIFICATIONS/EXPERIENCE:

- Ideally, three years of recreation program experience and significant leadership and management experience to perform the job effectively; and
- Graduation from an accredited college or university with a bachelor's degree in recreation management, leisure services, education, business management, or a related field, and/or equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.
- Current technical/professional knowledge of complex principles, methods, standards and techniques associated with the scope of work of a recognized profession, such as:
 - Principles, practices, and techniques of community recreation.
 - Community recreation resources and facilities.
- Possession of licenses and/or certifications associated with the assignment, such as:
 - Red Cross CPR/First Aid Standard Certification or willingness to obtain within six months of hire.
- Requires possession of a valid driver's license by date of hire. New employees establishing resident status in the State of Oregon must obtain an Oregon driver's license within 30 days (ORS 807.020 (1)).
- Requires completion of a background investigation to the satisfaction of the City.



CITY OF MEDFORD, OREGON

RECREATION SUPERVISOR

PHYSICAL DEMANDS / WEIGHT DEMANDS / WORK ENVIRONMENT					
KEY	Never 0%	Seldom 1-5%	Occasionally 6-33%	Frequently 34-66%	Continuous 67-100%

Physical Demands:	0%	1 - 5%	6 - 33%	34 - 66%	67 - 100%
Sitting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Standing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Walking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Talking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Hearing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Seeing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Climbing	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Kneeling/Crouching	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bending/Stooping	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Twisting	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reaching	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Moving/Transporting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Driving	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Lifting:	0%	1 - 5%	6 - 33%	34 - 66%	67 - 100%
1-10 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
11-20 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
21-50 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
51-75 lbs.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
76 -100 lbs.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
>100 lbs.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Carrying:	0%	1 - 5%	6 - 33%	34 - 66%	67 - 100%
1-25 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
26-50 lbs.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
50+ lbs.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Pushing/ Pulling:	0%	1 - 5%	6 - 33%	34 - 66%	67 - 100%
1-10 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
11-20 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
21-50 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
51-75 lbs.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
76 -100 lbs.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
>100 lbs.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Conditions:	0%	1 - 5%	6 - 33%	34 - 66%	67 - 100%
Indoor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Outdoor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
H/C Temp.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Loud Noise	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fumes	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



CITY OF MEDFORD, OREGON

RECREATION SUPERVISOR

I have read and understand the job description for my position. I am able to perform all the essential functions of this position. I agree to comply with City policies and all laws, rules and regulations related to my position.

Employee

Date

I have read and reviewed this document with this employee.

Supervisor

Date