JOB DESCRIPTION

# LEISURE SERVICES SUPERINTENDENT

| | | | |
|---|---|---|---|
| **Department:** | Leisure Services | **Classification/Grade:** | M-2/T |
| **Division:** | Administration | **FLSA Status:** | Exempt |
| **Reports to:** | Leisure Services Director | **Date Approved:** | July 2011 |

***Job descriptions/specifications are only intended to present a descriptive summary of the range of duties, tasks, and responsibilities associated with a specified position. Therefore, descriptions/specifications may not include all duties performed by the individual. In addition, description/specifications are intended to outline the minimum qualifications necessary for entry into the position/class and do not necessarily convey the qualifications of incumbents within the position/class.***

## DEFINITION

Under general direction and supervision of the Leisure Service Director, the Leisure Services Superintendent directs, manages, supervises and coordinates the programs and activities of the Recreation Division and Senior Services Division within the Leisure Services Department; responsible for the planning and supervising all programs, use of recreation facilities, including the use of the indoor and outdoor pools at the Recreation Center. Provides leadership, promotes, develops and supervises a variety of recreation programs for participants of all ages. Uses professional judgment and technical skills, and performs other related work as required.

## ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES

**(Essential functions are those functions that the individual who holds the position must be able to perform unaided or with the assistance of reasonable accommodation.)**

1. Serve as a representative of the City of Mesquite, demonstrating a positive attitude and progressive actions through the display of professionalism, courtesy, and appropriate tact and discretion in all interactions with other employees and with the public.
2. Plan, initiate, organize, evaluate and supervise an extensive self-supporting program of outdoor and aquatic recreation activities for the entire community.
3. Assume management responsibility for all services and activities of the Senior Center, including activities program development within the facility; create and evaluate performance trends, develop special programs to provide recreational and cultural responses to needs of the senior citizen community.
4. Assist in the recruiting, training, evaluating and supervising of recreation personnel, interns, instructors, umpires, officials, and volunteers.
5. Assist in supervising, training, and evaluating members of the recreation staff.
6. Assist in the day to day operations of the Recreation and Senior Center and ensure safety, proper use, and proper conduct of the patrons.
7. Schedule programming personnel in order to ensure the successful operation of activities; prioritize and plan the renovation and maintenance of division facilities, the indoor and outdoor pool; make appropriate recommendations for changes and improvements.
8. Investigate, respond to and resolve complaints from the general public, organizations and other city departments regarding Recreation Center and Senior Citizens programs; receive and review reports and suggestions.
9. Relate the policies of the City, department, and programs to the general public.
10. Develop customer service and operational standards; monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; recommend, within departmental policy, appropriate service and staffing levels; plan, direct, coordinate and review the work plan for the division; assign work activities, projects and programs; review and evaluate work products, methods and procedures; meet with staff to identify and resolve problems.
11. Assist with the planning, development and execution of community-wide celebrations and events.
12. Remain sensitive and aware of community recreation needs. Study and analyze program participation and attendance, and as a result implement short and long-range actions that will lead to successful operations.

13. Conduct a variety of operational studies; recommend modifications to division programs, policies and procedures where needed.
14. Maintain a high level of communication with patrons, staff, media, and other department staff.
15. Participate in the development and administration of the division annual budget; direct the forecast of funds needed for staffing, equipment, materials and supplies; monitor and approve expenditures; implements adjustments; keep accurate records, and write press releases as needed.
16. Oversee and participate in the pursuit of alternative funding sources to support division programs such as grants, public and private partnerships, donations and the use of volunteers.
17. Attend and participate in professional meeting; stay abreast of new trends and innovations in the field of senior services or gerontology.
18. Attend various community meetings, and/or functions and give oral presentations as required.
19. Perform various maintenance duties at the Recreation Center.
20. Be dependable, highly motivated, enthusiastic, and a team player.
21. Meet acceptable attendance requirements at all times and follow all applicable safety rules and regulations.

## OTHER JOB FUNCTIONS

A. Perform other related duties as assigned.

## QUALIFICATIONS

The degree of knowledge and ability as outlined under this section is that which is necessary to satisfactory perform the essential functions of this position.

**Knowledge of:**

- Techniques of planning, organizing, scheduling, implementing, and evaluating group, social and recreational activities.
- Operational characteristics, services and activities of a senior citizens leisure program.
- Principles and practices of operating the recreational activities of the recreation center.
- Modern principles and practices of senior citizen program development and administration.
- Principles of recreation budgeting.
- Program evaluation methods and techniques
- Techniques of effective supervision.
- Theory and philosophy of recreation.
- Problem solving techniques
- Health and safety regulations
- Red Cross standards for swim programs
- Financial record keeping practices as applied to Recreation Programs
- General maintenance and custodial care standards for facilities and equipment, including pool pumps, solar heating system, and pod water chemistry.

**Ability to:**

- Elicit community and organizational support for senior programs.
- Supervise, train, schedule, assign and evaluate assigned staff and volunteers.
- Obtain and maintain a current Certified Pool Operator certificate.
- Plan, schedule, implement and evaluate recreational programs.
- Use his initiative, imagination, and perseverance in the interpretation and development of activities to meet the recreation needs within the City.
- Communicate clearly and effectively, orally and in writing.
- Develop and maintain a variety of recreational activities for a wide range of age groups.
- Schedule and oversee facility use.
- Establish and maintain positive working relationships with those contacted in the course of work.
- Interpret and apply laws, ordinances, rules, regulations and safety and health standards.

**Experience, Education and Training:**

Any equivalent combination of training, education and experience which provides the individual with the required knowledge, skills, and abilities to perform the job. A typical way to obtain the required knowledge and abilities would be:

Education: High school diploma or G.E.D. BA/BS degree from an accredited college/university with a major in recreation or a related field preferred.

Experience: Three years of professional experience dealing with recreation programming.

License or Certificate: Certified Pool Operator Certification or ability to certify within 6 months of hire date and must possess, at the time of employment and continuously throughout employment, a valid Class "C" Nevada Drivers License.

## WORKING CONDITIONS

Work is performed under the following conditions:

**Physical Requirements**

Work is generally performed in an office or outdoor environment. Subject to high levels of public contact and frequent interruptions. Duties require sufficient mobility to use standard office equipment; sustained posture in a seated position, standing and/or waking for prolonged periods of time; frequent bending, twisting, reaching, stooping and climbing; vision to read and hearing and speech to communicate in person or over the telephone. Flexibility of work hours; must be available to attend evening, weekend meetings and programs and to respond to emergency situations. Must be able to carry/lift/push or pull loads of up to 25lbs.

**Job Hazards/Risk Factor:**

Employee risks physical hazards from mechanical and electrical equipment, exposure to pool chemicals, working in and around chemicals and hazardous gases.

The City of Mesquite is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodation to qualified individuals. The City of Mesquite encourages both incumbents and individuals who have been offered employment to discuss potential accommodations with the employer.

Revised & approved: September 2002 – May 2006
July 2011 (Department & Title & updates)