



BRIGHAM CITY CORPORATION

Job Description

Title:	Recreation Supervisor	Code:	454
Division:	Recreation	Effective Date:	7/99
Department:	Community Activities & Services	Last Revised:	11/15
GRADE:	58		
PAY RANGE:	\$22.40 - \$26.35 - \$30.31 per hour (depending on experience)		
OPENED:	September 28, 2021	CLOSES:	Once filled
	(First Review of Applications: October 12, 2021)		

GENERAL PURPOSE

Performs a variety of **first-line supervisory** duties as needed to coordinate the establishment, organization, scheduling and operation of specific recreation programs, emphasizing participation, instruction and skill development in women's, men's, youth, children's sports, and family recreation.

SUPERVISION RECEIVED

Works under the general supervision of the Community Activities & Services Director.

SUPERVISION EXERCISED

Provides general supervision to Recreation Coordinator seasonal and volunteer personnel.

ESSENTIAL FUNCTIONS

Plans, establishes, and organizes programs designed to meet the recreation needs of various groups or categories of participants; monitors program activity to assure quality and serve as trouble shooter; supervises the operation and activities of such programs as adult/youth basketball, softball and volleyball, tennis and other programs as assigned.

Trains part time and seasonal personnel; monitors performance to assure quality programs and services.

Serves as liaison and advisor to various committees and sports interest groups; coordinates and implements actions as needed to best serve community interests; prepares and delivers reports as needed to advise department head, recreation commission, or Mayor and City Council of program activities and results.

Directs and performs program and special event marketing and advertising; utilizes various media vehicles to reach all segments of the public and educate in recreation programs; performs general public relations as needed to address concerns and interest of the public; addresses various groups and clubs to solicit time and financial assistance for special programs; secures business sponsors; reviews complaints, problems and concerns expressed by the public; analyzes circumstances and issues and develops alternative solutions; initiates action to create change as needed.

Provides general supervision over recreation activities; may officiate or referee games or assist in coaching; maintains statistics for leagues and tournaments; establishes team rosters and schedules games, tournaments, and other play activities; recruits volunteers for youth activities (i.e., instructors, volunteer coaches, game officials and umpires, etc.); and chaperones children groups.

Assists with the preparation of yearly calendar of recreational activities; prepares and distributes program schedules, dates, and times; plans and coordinates tournament games; secures prizes and sponsors as necessary; assures maintenance and good condition of all equipment and inventory used.

Performs related duties as required.

MINIMUM QUALIFICATIONS

1. Education and Experience

- A. Graduation from college with a bachelors' degree in recreation management (preferably from a NRPA accredited program), physical education or related field;
AND
- B. Four (4) years of supervisory experience performing above or related duties;
OR
- C. An equivalent combination of education and experience.

2. Knowledge, Skills and Abilities:

Considerable knowledge of the methods and techniques of developing and operating recreation programs; of the philosophy and objectives of community recreation programming; team sports management; community and public relations; principles and practices of general management including fiscal and human resources; budgeting processes and general accounting; rules and regulations of a variety of sports and recreational activities; of equipment, facilities, operations and techniques used in a comprehensive community recreation program; **working knowledge** of the operation of personal computers and various software applications including spread sheets, word processing, etc.

Ability to organize recreational leagues, establish team rosters and schedule games, tournaments, and other play activities; establish and maintain effective working relationships with employees, and present budget estimates; direct, motivate, develop, and evaluate subordinates; communicate effectively, verbally and in writing.

3. Special Qualifications:

May be required to be CPR certified.
Must possess a valid state of Utah driver license.
Regular and reliable attendance.

4. Work Environment:

Incumbent of the position performs in a typical office setting with appropriate climate controls, periodic exposure to outdoor conditions and weather extremes. Tasks require variety of physical activities, which may involve muscular strain, related to walking, standing, stooping, sitting, reaching, lifting, etc. Communicating, (i.e., talking, hearing, and seeing) essential to job effectiveness. Common eye, hand, finger dexterity exist. Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking and creative problem solving. Periodic travel required in normal course of job performance.

EMPLOYMENT APPLICATION PROCEDURES:

Register online with Utah Department of Workforce Services and submit a Brigham City Corporation application for employment regarding **Job Order# 2983130** and submit application to DWS, 138 W 990 S, Brigham City, UT 84302, or fax to 435-695-2660, Attn: Megan Stauffer or by email to mstauffer@utah.gov. Registration and application available at website <https://jobs.utah.gov> for all qualified applicants.

NOTE: All Brigham City employees must successfully complete a pre-employment drug test and criminal history check following a conditional offer of employment.

Employees required to drive a motor vehicle as an essential job duty will be required to successfully complete a motor vehicle record (MVR) check following a conditional offer of employment.

BRIGHAM CITY CORPORATION IS AN EQUAL OPPORTUNITY EMPLOYER