

TOWN OF RICHLANDS JOB DESCRIPTION

Department: Recreation Park

Job Title: Recreation Supervisor/Maintenance

Reports to: Recreational Director

Classification: Hourly Non-exempt

Nature of Work:

To oversee and direct the Town of Richlands recreation needs as directed by the Recreation Director.

Duties and Responsibilities:

- Responsible for the planning, organization and supervision of comprehensive recreation and sports programs for the Town's Recreation Department.
- Supervises staff and public; conducts and participates in leisure activities for children and adults.
- Participates in the development, implementation and enforcement of department policies and procedures.
- Ensures the safety of recreation and athletic facilities and the well being of the participants.
- Oversees daily operations of the Recreation Park in scheduling of activities and personnel, cash register operations, web site maintenance, training employees and overseeing general operations as needed; opens and closes recreation facilities.
- Setting up ball fields for tournaments, games, soccer, and other special activities.
- Cleaning of recreation facilities, mowing of ball fields, grounds and banks, weed eating, painting, sweeping, moping, cleaning windows, cleaning restrooms, painting, trash collection and any other tasks deemed necessary.
- Vacuuming swimming pool and general pool maintenance.
- Must be able to repair and maintain plumbing, replacing defective washers, replacing or mending broken pipes, and opening clogged drains.
- Performs duties of Recreation Director in his absence or any other related work as required.

Educational Requirements:

Prefer a Bachelor's degree in Parks and Recreation or related field and/or any combination in education with work experience to equal the Bachelor's degree. Prefer 5 years experience in Recreation Supervision.

Knowledge, Skills, and Abilities:

Must have the ability to establish and maintain an effective working relationship with the public and other employees. Work with volunteers a plus. Must be able to interpret policy and procedural guidelines and to resolve problems and questions satisfactorily.

Special Licenses or Certificates:

Prefer Virginia Drivers License, Life guarding, CPR and First aid a plus, and Certified Pool and Spa Operator.

Physical Standards:

Must be able to work in varying climatic conditions and perform moderate lifting up to 50 pounds. Work may involve walking, standing or sitting for long periods of time.

Work Environment:

Working in both inside and outside environments. Must work well under stressful and busy conditions. Hours of work may vary depending upon seasons.

Wages:

\$11.00 to \$14.75 per hour depending upon qualifications