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**COFFEYVILLE RECREATION COMMISSION
ASSISTANT DIRECTOR/PROGRAM SUPERVISOR**

Classification: Exempt
Salary Range: \$30,000 - \$60,000

GENERAL PURPOSE

Plans, organizes, coordinates, and supervises a community recreation program for seniors, adults, and/or youth, including sports and physical activities, and summer programs/camps.

SUPERVISION RECEIVED

Works under the general supervision of the Director of Recreation.

SUPERVISION EXERCISED

Supervises Field Maintenance Supervisor, field crew, part-time recreation staff, special interest instructors, seasonal employees, and volunteers, as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Manages and supervises assigned operations to achieve goals within available resources; plans and organizes workloads and staff assignments; trains, motivates and evaluates assigned staff; reviews progress and directs changes as needed.

Develop, Organize, and implement new programs/remove outdated to meet the needs of the ever-changing field of Recreation.

Provides leadership and direction in the development of short- and long-range plans; gathers, interprets, and prepares data for studies, reports, and recommendations; coordinates Commission activities with other departments and agencies as needed.

Provides professional advice to supervisors; makes presentations to supervisors, boards, commissions, civic groups, and the public.

Communicates official plans, policies, and procedures to staff and the public.

Assures that assigned areas of responsibility are performed within budget; performs cost control activities; monitors revenues and expenditures in assigned area to assure sound fiscal control; prepares annual budget requests; assures effective and efficient use of budgeted funds, personnel, materials, facilities, and time.

Determines work procedures, prepares work schedules, and expedites workflow; studies and
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standardizes procedures to improve efficiency and effectiveness of operations.

Issues written and oral instructions; assigns duties and examines work for exactness, neatness, and conformance to policies and procedures.

Maintains harmony among workers and resolves grievances.

Performs or assists subordinates in performing duties; adjusts errors and complaints.

Prepares a variety of studies, reports, and related information for decision-making purposes.

Secure bids for various equipment and supplies, approved by the Director.

Keep track of inventory of all sports related equipment and supplies.

Coordinates recreation staff in the development and implementation of sports related programs to include facility Directors, Officials, and Concession Staff.

Provides training to officials, directors, scorekeepers, etc. On occasion may be called on to perform those duties as well.

Responds to public inquiries about recreation programs made by telephone, correspondence, or during public meetings.

Prepares for publication a variety of brochures, calendars, letters, posters, news releases, flyers, and related communications regarding sports related programs.

Coordinates, schedules, and maintains related records and statistics for programs and personnel at the Recreation Center.

Manages website for program updates and information.

Coordinates sports programs, registers individuals for teams, collects fees, acquires coaches, assigns practice times, distributes, and collects team equipment.

Promotes interest and provides information regarding recreation programs to school officials, other recreation officials, community service groups, other departments, and the public.

Places orders of materials used in compliance with budget.

Operates mowers, trucks, and other listed equipment as needed.

Responsible for totaling, signing, and submitting time records of all subordinate staff to the Director of Recreation.

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Other duties may be assigned by the Director.

PERIPHERAL DUTIES

Performs a variety of miscellaneous duties such as answering phone, typing correspondence, running errands, picking up supplies needed for activities, helping set up tables and chairs for classes, etc.

Schedules and runs various tournaments throughout the year to include Youth and Adults.

Acting Director of Recreation when Director is absent.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

(A) Graduation from a four-year college or university with a degree in recreation or a closely related field.

(B) Two years recreation experience including community center programming; or

(C) An equivalent combination of education and experience.

Necessary Knowledge, Skills and Abilities:

(A) Considerable knowledge of recreation philosophy, planning and administration; Considerable knowledge of the equipment, facilities, operations, and techniques used in a comprehensive recreation program.

(B) Skill or ability to learn operation of tools and equipment in CRC Operation.

(C) Ability to develop, coordinate, and direct varied activities involved in a community recreation program; Ability to establish and maintain effective working relationships with employees, supervisors, other agencies, participants, instructors, community leaders, and the public; Ability to communicate effectively orally and in writing; Ability to plan and supervise the work of paid staff and volunteers.

SPECIAL REQUIREMENTS

(A) Valid state driver's license or ability to obtain one.

(B) Current in first Aid and CPR.

TOOLS AND EQUIPMENT USED (The following list is not exclusive; it is only representative of the types of equipment used.).

Personal computer, including word processing software; league scheduling software; calculator; copy machine; phone; mobile or portable radio; automobile; mowers; trimmers and field grooming

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equipment.

Must reside within twenty (20) minutes of the Coffeyville City Limits, within 6 months of their hire date. Failure to do so could lead to termination. All CRC Vehicles must stay within USD #445 Boundaries.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to walk, sit, and talk or hear. The employee is occasionally required to use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/or move heavy objects. Specific vision abilities required by this job include close vision, color vision, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions, toxic or caustic chemicals.

The noise level in the work environment is usually quiet while in the office, and moderately loud when in the field.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

Must consent to Criminal Background and Financial Background Check.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

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The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approval: _____ Approval: _____

Supervisor

Appointing Authority

Effective Date:

Revision History: