

ORGANIZATION:	City of Sherwood	DATE: 2011
LOCATION:	Sherwood, Oregon	
DEPARTMENT:	Community Services	
FSLA STATUS:	Exempt	
JOB TITLE:	Recreation Supervisor – Pay Group C	

PURPOSE OF POSITION:

Oversee the City's recreational activities and programs. Coordinate and schedule athletic field and gym use. Work with the community to ensure a good relationship between youth and adult sport organizations and the City. Manage and operate the Old Town Field House. Communicate with public on related matters and concerns.

ESSENTIAL JOB FUNCTIONS:

Act as liaison between Recreational Leagues, sports groups, Chamber of Commerce, YMCA, School District, local businesses and City Staff.

Maintain schedules for city sports fields and recreational facilities. Work with the leagues, School District and other interested parties to schedule all gyms and fields as required to support the cities sport leagues. Schedule gym usage and access during non-school hours for non-school related sports activities.

Manage and operate the Old Town Field House. Coordinate staff schedules; promote the facility and its programs. Order and purchase supplies, invoice leagues and collect money for outdoor rentals.

Compile information on field and facility use, making recommendations regarding changes in sports fields and facilities.

Establish facility requirements and league expectations for Facility Turnover and ongoing maintenance.

Work with Public Works Department to prepare and maintain outdoor fields and other facilities for youth and adult sports each season.

Coordinate league requirements between the different leagues. Coordinate (as required) league registration. Keep leagues informed of all City activities and schedules for field maintenance, construction and closures.

Work with System Administrator to post sports and recreation information on the city and Field House web sites.

Maintain cooperative working relationships with City staff, other organizations and the general public.

Follow all safety rules and procedures for work areas.

AUXILIARY JOB FUNCTIONS:

Provide assistance to new leagues that are interested in forming with in the Sherwood City.

Undertake special recreation projects and research as directed by the Community Services Director. Provide assistance to other staff as workload and staffing levels dictate. Maintain proficiency by attending training and meetings, reading materials, and meeting with others in areas of responsibility. Maintain work areas in a clean and orderly manner.

JOB QUALIFICATION REQUIREMENTS:

MANDATORY REQUIREMENTS: Broad knowledge of recreation management principles and practices, program development, and parks operations. Equivalent to high school plus additional specialized training and over 2 years experience in performing similar duties, or any satisfactory combination of experience and training which demonstrates the knowledge, skills and abilities to perform the above duties.

SPECIAL REQUIREMENTS/LICENSES: Must have excellent written and verbal communication skills to interact with staff, vendors, other organizations and the general public. Must also have excellent organizational skills and must be able to multi task.

DESIRABLE REQUIREMENTS: Previous experience with municipal parks and/or recreation programs.

PHYSICAL DEMANDS OF POSITION:

While performing the duties of this position, the employee is frequently required to sit, stand, bend, kneel, stoop, communicate, reach and manipulate objects. The position requires mobility. Duties involve moving materials weighing up to 10 pounds on a regular basis such as files, books, office equipment, etc., and may infrequently require moving materials weighing up to 50 pounds. Manual dexterity and coordination are required less than 50% of the work period while operating equipment such as computer keyboard, calculator, and standard office equipment.

WORKING CONDITIONS:

Work activities take place under both usual office-working conditions as well as outside. Outside activities, with exposure to rain, dirt, dust, fumes, etc. take place less than 40% of the work period.

SUPERVISORY RESPONSIBILITIES:

Supervision responsibilities may be assigned to this position. May provide training and orientation to staff, volunteers, students and newly assigned personnel on site policies and practices. May coordinate and schedule gym openers and Old Town Field House staff.

SUPERVISION RECEIVED:

Works under the supervision of the Community Services Director.