

**SHAWNEE COUNTY, KANSAS**  
**Position Description**  
**Recreation Program Supervisor**  
**(Old Prairie Town/Ward Meade)**

**Position Control Number:**

**PR1020B**

**FLSA Status:**

**N**

**POSITION DESCRIPTION**

Under general supervision, this position plans, budgets, organizes, implements and evaluates recreation programs plus manages facilities and personnel for Old Prairie Town/Ward Meade Gardens and the adjacent grounds. Performs other duties as required. This position is supervised by the Recreation Manager.

**WORK PERFORMED**

- 35% Supervising.** Supervises recreation staff with respect to accountability for performance and behavior including approval of absences to conform with personnel needs, discipline of employees, staff development and training, completion of performance evaluations and other personnel related functions. Participates in the hiring and promotional process. Instructs staff on proper completion of tasks. Inspects and reviews work of staff to ensure that projects are complete. Establishes work schedules and assigns work. Checks work procedures and products.
- 25% Implementation of Programs.** Responsible for planning, organizing, supervising, marketing, conducting and evaluating the operation and function of a recreation center and the recreation programs conducted at the locations. This includes: preparing reports, news releases and developing bulletin boards, posters and flyers.
- 20% Customer Service.** Performs customer service skills such as: answering telephones, greeting patrons, attending public meetings, meeting with civic organizations and schools.
- 10% Budgeting.** Prepares and analyzes budgets for Old Prairie Town, Gage Park's Train and Carousel as well as other budgets under their supervision.
- 10% Maintenance.** Performs minor custodial and maintenance duties around the facility and other related work as required.

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**KNOWLEDGE, ABILITIES AND SKILLS**

**Knowledge of:**

- Human resource management including hiring practices, disciplinary procedures, terminations, etc.
- Supervisory responsibilities and effective leadership skills.
- A variety of recreation programs and current recreation program trends.
- Facility maintenance.
- Scheduling and utilization.
- Public relations, advertising and marketing; cost/benefit analysis and budget recovery analysis.
- Kansas Department of Health and Environment licensing requirements.

**Ability to:**

- Plan, assign, coordinate and direct the work of others.
- Establish and maintain effective working relationships with other employees and the public.
- Organize and maintain the efficient operation of a recreation facility and its staff.
- Apply Shawnee County and department resolutions to recreation division activities.
- Become certified in CPR and first aid.
- Communicate effectively, both orally and in writing, using the English language.

**Skill in:**

- Providing leadership and direction to employees.
- Marketing and public relations.

**PHYSICAL REQUIREMENTS**

N-Never      O-Occasional (1%-33%)      F-Frequent (34%-66%)      C-Continuous (67%-100%)

	N	O	F	C		N	O	F	C		N	O	F	C
<b>HANDS</b>					<b>BODY/TRUNK</b>					<b>OTHER</b>				
Reaching			X		Sitting			X		Driving			X	
Pushing/Pulling			X		Bending			X		High Elevation		X		
Climbing		X			Reaching			X		Unprotected Heights	X			
Throwing		X			Lifting			X		Around Moving Machinery		X		
<b>ARMS</b>					Carrying			X		Driving Automotive Equipment			X	
Reaching				X	Jumping	X				Exposure to Dust, Gases and Fumes		X		
Lifting			X		Twisting	X				Cramped Body Position		X		
Pushing/Pulling			X		Squatting	X				Sustained Positions		X		
Carrying			X		Turning			X		Noise Levels (Excessive)		X		
Throwing		X			<b>LEGS/FEET</b>					Electrical Hazards		X		
<b>EYES</b>					Walking			X		Slippery Surfaces		X		
Near Vision				X	Standing			X		Work Above Ground		X		
Far Vision				X	Sitting			X		Work Below Ground		X		
Color Vision				X	Carrying			X		Irregular Surfaces		X		
<b>VOICE</b>					Climbing	X				Moving Objects		X		
Talking				X	Jumping	X				In High Volume Traffic		X		
<b>EARS</b>					Turning			X		Exposure to Marked Changes in Temperature and Humidity				
Hearing				X	Lifting			X					X	

**EQUIPMENT USED**

Personal Computer      Photocopier      Vans      Office Furniture  
 Printer      Fax Machine      Park Equipment      Recreation Equipment  
 Telephone

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**MINIMUM QUALIFICATIONS**

- Degree from an accredited college or university in Parks and Recreation Management (administration), Recreation or a related field with course work in park administration, budgeting, public speaking, business, recreation programming, education, psychology and sociology.
- Three (3) years' experience in the recreation field. A Graduate Degree in the areas listed above may be substituted for years of experience.
- Two (2) years' supervisory experience.
- Valid Driver's License and able to operate a County-owned vehicle (HR-2013-2).
- Driving record that shows: No misdemeanor or felony convictions for traffic/vehicular offenses (DUI, vehicular homicide, reckless driving, hit and run, etc.) on the driving record that are less than five (5) years old; No more than two (2) at fault or chargeable accidents on their driving record that are less than five (5) years old; No more than two (2) traffic infractions (speeding, failure to yield right of way, etc.) that are less than one (1) year old.

**SPECIAL REQUIREMENTS**

- Required to pass a background check, pre-employment physical/drug screen and a review of driving record.

This Position Description is not designed to list all tasks and responsibilities of this position. Shawnee County reserves the right to revise or change job duties as the need may arise. This Position Description does not constitute a written or implied contract of employment.

I have read and understand the duties and requirements for this position.

_____	_____
Employee's Signature / Printed Name	Date
_____	_____
Administering Supervisor's Signature / Printed Name	Date
_____	_____
Appointing Authority's Signature / Printed Name	Date