

## 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 implement the Town of Richlands recreation needs as directed by the Recreation Director.

### **Duties and Responsibilities:**

- Responsible for the planning, organization and supervision of the comprehensive recreation and sports programs for the Town's Recreation Department.
- Supervises staff; conducts and participates in recreational activities for children and adults.
- Participates in the development, implementation and enforcement of departmental policies and procedures.
- Ensures the safety of recreation and athletic facilities and the well being of the participants.
- Oversees daily shift 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 or 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.
- Perform general pool maintenance.
- Possess skills to perform building and facility maintenance including, plumbing, mechanical repairs, preventative maintenance.
- Performs duties of Recreation Director in his absence or any other related work as required.

**Educational Requirements:**

Prefer a post secondary degree or certificate in Parks and Recreation or related field and/or any combination in education with work experience or equivalent. 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 or ability to obtain within the first year of employment.

**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 \$14.50 per hour depending upon qualifications