



RECREATION SUPERVISOR
Recreation Division
Parks and Recreation Department

MAJOR FUNCTIONS: Development and facilitation of a recreation center-based comprehensive leisure services program involving supervision of programs and workers, as well as facility operation and maintenance needs.

ESSENTIAL DUTIES: Administer and operate a specified recreation site and its related facilities, including registration of participants, rentals of event venues and record keeping of programs at the recreation site. Selects, develops and organizes personnel in conjunction with the Recreation Superintendent to administer recreation programs for all age groups using the site and its related facilities. Coordinates with other agencies or organizations in the use of their facilities. Proactively develops effective approaches to solicit program and facility suggestions from the public. Cooperates with other city departments, other governmental agencies, voluntary organizations and private interest groups to provide for a diverse range of recreation opportunities. Maintains and accounts for program revenue, including collection and deposit of funds and submitting reports to the finance department. Provides technical assistance/expertise to community organizations or agencies relating to recreation facilities, programs and park area. Submits recommendations for all purchases of equipment, supplies, repairs, maintenance of equipment and capital expenditures for the site and its related facilities to the Parks and Recreation Department. Develops budget projections for the operating budget and future capital expenditures for the site and its related facilities. Assists as needed in the development and implementation of city recreation programs at other city recreation facilities. Type of work and applicable situations will be determined and assigned by the Parks and Recreation Department. Maintain current knowledge of recreation programs and operation of facilities through active participation in professional organizations, regular review of related literature and other continuing education initiatives. Performs other assigned duties as required.

KNOWLEDGE, EDUCATION AND EXPERIENCE: The successful candidate will possess excellent customer service skills. Knowledge of leisure services programs, principles and procedures. Ability to lead and motivate subordinate staff to plan and carry out programs. Ability to plan the most cost effective use of staff, equipment and materials. Ability to work well with others. Self-starter, showing initiative and able to work independently. Ability to follow instructions. Ability to work flexible hours including nights and/or week-ends as needed. Experience working with all ages, including children, adults and senior citizens. Ability to develop innovative ways of enhancing recreation programs and generating revenues for department. Knowledge of basic office equipment and technology including e-mail communications, word processing, spreadsheets, printers, and copiers.

Bachelor's Degree in Recreation, Physical Education or related field preferred. Five (5) years responsible experience in recreation administration and development. A comparable amount of training, education or experience may be substituted for the above minimum qualifications. Possession of a valid Florida Driver's License.

JOB LOCATION: Auburndale Community Center, 405 Bennett Street

WORK SCHEDULE: Monday – Friday 9:00 am – 6:00 pm. May require some weekends

HIRING RATE: \$39,634

CLOSING DATE: Open until filled

Persons interested in this position should complete a City of Auburndale application and submit it to the Parks and Recreation Office at 119 West Park Street. Applications can also be downloaded online at www.auburndalefl.com.

The City of Auburndale is a Drug-Free Workplace and an Equal Employment Opportunity Employer.