

Recreation Supervisor

Municipality of Kincardine

Task List

Summary:	Develops, recommends and implements recreation programs and special events to meet the needs of the community. Provides leadership to community and volunteer development initiatives which includes the creation and implementation of services, strategies and proposals.		
Location:	Davidson Centre & Other Facilities, as assigned	Group:	(none)
Department:	Recreation & Facilities	Family:	Full Time
Scenario:	all jobs	Reports To:	Director of Parks and Recreation
Job Id:	3	Last Update:	2013-06-24

Tasks:

Recreation Management

1. Develops, recommends and implements budgets for programs and special events and monitors progress to ensure compliance.
2. Compiles information, creates and coordinates the production of flyers, brochures, internet, radio, newspaper and cable tv advertisements to promote programs, special events and the benefits of recreation activities.
3. Promotes community partnerships and cooperative programs with groups, service clubs, schools and volunteers.
4. Determines needs, obtains instructors, facilities and equipment and implements and evaluates recreational programs and special events.
5. Plans, implements and supervises land recreation programs for children, youth, adults and seniors and facilitates day camps.
6. Coordinates special events such as Canada Day, Senior Games, Winterfest and by chairing committees, taking minutes, managing budgets, preparing reports, advertising, obtaining supplies and liaising between committee representatives and Council members.
7. Attends committee meetings to communicate information, act as a resource, present reports and resolve problems.
8. Prepares speeches and speaks at service club meetings and schools to communicate information, promote programs and special events and raise money.
9. Researches and identifies sponsorships for events such as Canada Day, Senior Games, the Terry Fox Run and public skating and swimming.
10. Identifies community needs, trends and demographics.

Supervision

11. Supervises staff, interviewing and hiring new employees, carrying out performance appraisals, directing the training and development of staff and carrying out disciplinary actions.
12. Monitors the work of contract staff and volunteers to ensure goals are met.
13. Completes information for payroll processing.

Customer Service

14. Responds to counter and telephone enquiries, giving out information, registering participants for programs and resolving problems.
15. Liaises with representatives of user groups to communicate information and resolve problems.
16. Accompanies groups on trips.
17. Attends user group meetings to communicate information, resolve problems and promote or manage programs.
18. Coordinates special events such as the Summer Sing-A-Long and the longest and shortest days of play.

Customer Service

19. Responds to enquiries communicating information, explaining programs, resolving problems and handling complaints.
20. Provides first aid.

Administration

21. Verifies that programs and bookings are up to date and ready for month end.
22. Word processes information to create a variety of documents such as lists, reports, flyers, agendas, minutes and letters.
23. Compiles information to prepare a variety of reports.
24. Takes bookings for facility rentals.

Other

25. Complies with Municipality of Kincardine policies and procedures.
26. Performs other tasks as assigned by management.