



IN-HOUSE/OUTSIDE JOB ANNOUNCEMENT

RECREATION PROGRAM SUPERVISOR

Rolla Parks & Recreation Department

GRADE CLASSIFICATION: G11 (\$33,891-\$44,883)

SHIFT AVAILABLE: Days, evenings & weekends

FSLA: Full-Time, Non-Exempt

DESCRIPTION OF BASIC DUTIES:

Develop, plan, implement and supervise recreation programs and activities with the goal of expanding current programs as feasible while creating new offerings. Coordinate, supervise and grow participation and utilization of ballfields via both existing leagues and sports and new outreaches. Create, organize and coordinate a diversity of special athletic-oriented events within the Parks Department and other sites based on the needs of the community. Increase number and variety of sports tournaments, either with outside groups or hosting or co-hosting our own. Work with staff to coordinate scheduling of Ber Juan Sports Complex, including tennis courts, Green Acres Ballfield, Schuman Ballfield, Eugene Northern Community Hall, park pavilions and bandshell. Promote interest and provide information regarding recreation programs to school officials, other recreation agencies, community service groups, other city departments and the public. Maintain records; prepare reports on participation; conduct participant program evaluations and surveys; coordinate program registrations. Assist Director with analysis of programming revenue and expense streams. Work cooperatively with area municipalities, school districts, university officials, community service groups and other related agencies or organizations to coordinate services and facilities. Perform other duties as assigned.

EDUCATION: Bachelor's degree in recreation or related field.

SPECIAL REQUIREMENTS: Three years of related experience or an equivalent combination of education and experience. Must possess a Missouri Driver's license or have the ability to obtain one.

PHYSICAL DEMANDS: The employee is frequently required to walk, sit, talk and hear. The employee is occasionally required to use hands to finger, handle or feel objects, tools or controls; reach with hands and arms; climb or balance; and stoop, kneel, crouch, crawl or swim.

The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, color vision and the ability to adjust focus.

APPLICATION DEADLINE:

Open until filled. Application forms and full position descriptions are available at the Parks & Recreation office -- 901 N. Elm -- Room 306.

**AN EQUAL OPPORTUNITY EMPLOYER
EMPLOYER COMPLIES WITH ALL ADA REQUIREMENTS**