

BAINBRIDGE ISLAND METROPOLITAN PARK & RECREATION DISTRICT

JOB DESCRIPTION

Title: Recreation Superintendent
Reports to: Recreation Division Director
Position Status: Full-Time
Payroll Status: Salaried

JOB SUMMARY

The Recreation Division Superintendent is responsible for oversight of a number of recreational services. Responsibilities include administration and implementation of the Recreation Division including development of objectives and implementation of supporting units, programs, and procedures needed to successfully achieve those objectives, as well as development and administration of related budgets, coordination of Recreation Division activities with other District divisions and outside agencies, rental of community facilities, and administrative support to the Division Director and Executive Director. This classification is distinguished from the Recreation Department Manager in terms of responsibility for overseeing all recreation departments and performing administrative functions of the Recreation Division.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS

1. Manage services and activities of the Recreation Division including planning and supervising comprehensive recreation programs for adult and youth sports, contract classes and other recreation programs involving the supervision of group instructors, contractors and leaders in the planning of activities and events.
2. Manage and participate in the development and implementation of goals, objectives, policies, and priorities for assigned programs; recommend and administer policies and procedures.
3. Monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; recommend, within departmental policy, appropriate service and staffing levels.
4. Plan, direct, coordinate and review the work plan for recreation staff including those involved in organizing and forming clubs, teams, leagues, and special events; assign work activities, projects, and programs; review and evaluate work products, methods and procedures to ensure safe work practices, work quality, and accuracy and to ensure compliance to applicable rules, policies, and procedures; meet with staff to identify and resolve problems.
5. Select, train, motivate, and evaluate personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.
6. Oversee development and administration of the Recreation Division's annual budget; forecast funds needed for staffing, equipment, materials and supplies; monitor and approve expenditures; implement adjustments.
7. Establish and administer joint agreements with local agencies; establish affiliation agreements with other organizations and collaborations with local and state organizations.

8. Oversee the marketing of recreation programs and activities.
9. Assist in preparation of federal and state grants; seek sponsorships, gifts, and donations.
10. Oversee Capital Improvement Projects for recreation facilities.
11. Oversee and help coordinate the Recreation Division and District Catalog schedule.
12. Serve as a resource to the Executive Director, Commissioners, Division directors, Department managers, and District staff; and attend Board of Commissioner meetings.
13. Attend various continuing education meetings, seminars, and workshops.
14. Serve as back-up to the Recreation Division Director when unavailable.
15. Perform other duties and responsibilities as assigned by supervisor.

QUALIFICATIONS

- Equivalent to five years recreation division management, supervisory, operations, community and customer relations, safety, regulatory, and administrative experience, as well as recreation organization, development, and facility management experience.
- Requires Bachelor's Degree in Parks & Recreation Administration, Public Administration, or closely related field, or equivalent experience and training supplemented with continuing education workshops.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of current management, supervisory and leadership principles.
- Ability to evaluate programs and report those evaluations.
- Ability to promote park and recreation programs through media and public speaking at local meetings and gatherings.
- Ability to operate and use modern office equipment including computers and various software packages.
- Ability to interpret and apply Federal, State and local policies, laws, and regulations related to park and recreation activities.
- Skill in forward thinking and ability to identify problems or issues and develop effective solutions, resolve complex problems, and gain cooperation among interested groups.
- Ability to lead others to common goals and to work cooperatively with other employees, division and department heads, and the public. Ability to accept direction for departmental and divisional improvement and shift from reactive to proactive approaches.
- Knowledge of and ability to implement trends and practices in recreation services organization, management and community interests.
- Ability to work with a growing District and lead and participate in collaborative activities.
- Ability to prepare and present clear and concise short-term and long-range comprehensive recreation service program plans and reports using applicable software.
- Ability to communicate effectively both verbally and in writing.

WORK ENVIRONMENT AND PHYSICAL EFFORT

This is a non-smoking workplace. Work is performed in an office, public meeting place, and program facility environment, and requires occasional evening meetings and weekend duties. The physical demands described here are representative of those that must be met by an employee to successfully

perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- This individual is regularly required to stand; walk; talk or hear.
- May move tables, chair, tents and materials, as well as set up rooms and outdoor locations for meetings and events
- The individual is occasionally required to stoop, kneel, or crouch.
- This individual is frequently required to sit.
- The individual must regularly lift and/or move up to 20 pounds.

SIGNATURES

This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed by job holders within this job. But this job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, responsibilities or working conditions associated with the position.

Employee Name

Manager Name

Employee Signature

Manager Signature