Human Resource Use Only	
Position Number:	
Step/Grade	
Effective Date:	

Job Description

POSITION IDENTIFICATION

Position Title:	Recreation Supervisor
Department:	Parks & Recreation
Status:	Full-Time Exempt
Workweek:	Monday – Friday, evening meetings as required

SUPERVISORY RELATIONSHIPS

Reports to:	Director of Parks & Recreation
Directly Supervises:	Recreation Administrative Support Specialist, Senior Center, Aquatic Center Staff

POSITION PURPOSE

This position is responsible for managing, planning, directing, and administering City Recreation, Aquatic Center, and Senior Center programs. Provides leadership, supervision, budgeting support, and operational oversight. Exercises independent judgment in applying policies and procedures and responds to after-hours Recreation incidents. Works under the general direction of the Director of Parks and Recreation.

ESSENTIAL DUTIES

- Assist with budget preparation and monitoring, and 5-year capital planning.
- Manage department expenditures and revenues
- Prepare reports, supporting data, and efficiency measurements
- Coordinate RFPs, purchasing, and inventory
- Maintain accurate department records
- Hire, train, schedule, and supervise full-time, part-time, seasonal staff, and volunteers (150+ seasonal hires)
- Approve timesheets, manage leave requests, assign duties and equipment
- Evaluate performance; address conflicts, discipline, and training needs
- Maintain required certifications and safety compliance
- Plan, promote, and oversee diversified recreation programs for all ages, with emphasis on senior programming
- Manage Aquatic Center operations, events, and programming
- Prepare schedules for leagues, facilities, and staff
- Ensure maximum and efficient facility use
- Coordinate community events and special event logistics, including traffic control
- Enforce policies, ADA guidelines, and applicable federal, state, and local regulations
- Conduct safety checks and manage department safety programs
- Address liability concerns in consultation with the City Attorney
- Respond to public concerns and complaints
- Prepare promotional materials, press releases, newsletters, and website updates
- Coordinate with community groups, nonprofits, and government agencies
- Support Committee on Aging meetings and initiatives
- Promote public awareness of senior and recreation services

OTHER DUTIES

- Attend council and committee meetings as required
- Adjust work schedule as needed for Recreation events
- Other duties as assigned

MINIMUM POSITION QUALIFICATIONS

Education	Associate Degree required or the equivalent combination of experience and training which provides the required knowledge, skills and abilities, as determined by the City.
Experience:	A minimum of 3 years' experience in Recreation is desired, with 1-3 years' experience preferred in a leadership or supervisory role.
Certifications/Licenses:	Valid Wisconsin driver's license required. Lifeguard certification (or obtained within 6 months from hire) required. CLP (Certified Leisure Professional) and Lifeguard Instructor certification preferred.
Other Requirements:	

KNOWLEDGE, SKILLS, & ABILITIES

- Knowledge of recreation operations, equipment, safety standards, and applicable laws
- Strong leadership, organizational, and problem-solving skills
- Budgeting and basic accounting skills
- Ability to manage conflict and work effectively with diverse populations
- Proficiency in department software and general computer applications
- Strong written and verbal communication skills
- Ability to prepare reports, public communications, and statistical data
- Knowledge of team sports rules and ability to officiate/train staff
- Ability to maintain cooperative relationships with staff, officials, and community groups

BACKGROUND CHECKS

Condition of Employment

PHYSICAL DEMANDS

The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Manual Dexterity:	While performing the duties of this job the employee is required to coordinate hand, eyes, feet, and limbs in performing semi-skilled movements such as the operation of a computer keyboard, computer mouse, telephone and calculator. The employee may be required to exert light to medium physical effort in sedentary and light to medium work involving lifting, carrying, pushing, walking, standing, reaching with hands and arms. Climbing, balancing, stooping, kneeling, crouching, or crawling.
Physical Effort:	The employee is sometimes required to lift and move up to 50 pounds.
Working Conditions:	The work environment characteristics described herein are representative of those employee encounters while performing the essential functions of this job. The employee is regularly in an office environment with controlled climate conditions. The employee may be required to be outdoors for

	periods of time, therefore subject to varying weather conditions. Hours may vary according to the needs of the department.

This position description has been prepared to define the general duties of the position, provide examples of work and to detail the required knowledge, skills and abilities as well as the acceptable experience and training for the position. The description is not intended to limit or modify the right of any supervisor to assign, direct, and control the duties of employees under supervision. The City of Manitowoc retains and reserves any and all rights to change, modify, amend, add to or delete from any portion of this description in its sole judgment.

This job description is not a contract for employment.

The City of Manitowoc is an equal opportunity employer, in compliance with the Americans with Disabilities Act. The City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.