



The City Beautiful

City of Coral Gables Job Description

Job Title: Youth Center Supervisor
Department: Community Recreation
Classification: 6009
Pay grade: 24E

Prepared Date: 3/2016
Approved By: HR/CM



Summary

Performs a variety of administrative and supervisory work in the selection, planning, staffing, implementation and supervision of a high quality comprehensive recreation program that exceeds the needs of the community in a multitude of areas including: tennis, aquatics, cultural arts, day camps, center-based, physical activities and special interest activities for customers engaged in recreation and wellness programs and co-sponsored programs. Supervises and mentors staff, the development and delivery of high quality programs, customer safety and service and the upkeep of the facilities. Exercises considerable initiative and independent judgment under the general supervision of the Parks and Recreation Director.

Essential Duties and Responsibilities

Supervises daily activities at the Youth Center. Plans, organizes, schedules, administers and supervises recreation programs to include classes, seminars, camps, and special events. Assists in the development and enhancement of programs to insure the highest level of customer satisfaction.

Supervises, trains, mentors, evaluates and disciplines full-time and part-time Youth Center employees. Oversees the selection, positive motivation and supervision of volunteer employees. Conducts employment interviews and makes hiring recommendations.

Oversees contract agreements of Youth Center program contractors and serves as contract administrator, oversees contractors' programs and activities.

Assists in the creation and promotion of print material and advertising for distribution at local schools, businesses, and community organizations. Makes engaging oral presentations to the public.

Responds to public inquiries and customer concerns regarding recreation programs in a timely, professional and customer-friendly manner. Explains and enforces program rules and regulations. Troubleshoots and resolves problems. Fosters open communication with customers including meeting regularly with parent groups and recreational organizations. Insures the highest level of responsiveness to customer concerns and solicits ongoing customer feedback. Participates on various boards and committees.

Assists in the development and enforcement of policies and procedures. Prepares procedural manuals for employees, Youth Center members and users of the facility.

Performs various administrative duties. Prepares or supervises reports, maintains records. Assists in budget preparation. Makes purchasing recommendations. Orders supplies and equipment for recreation

programs. Prepares requisitions, invoices, purchase orders, payment reconciliations, and other financial work as needed.

Supervises and oversees the maintenance of the Youth Center facilities and grounds. Ensures that the maintenance of the Youth Center facility is of the highest standard in terms of cleanliness. Oversees the inspection and preventative maintenance of Youth Center facilities and equipment to ensure safe operations and maintain inventory.

Performs other related tasks as required.

Knowledge, Skills, and Abilities

Knowledge of department policies and procedures, City rules and regulations, recreation and leisure services management, Youth Center operations, recreation program practices, wellness programming, techniques, rules and regulations to include instructional classes, games dance and music activities, and arts and crafts, recreational needs and interests of all age groups and special populations, supervisory practices, uses and maintenance requirements of recreation equipment and Youth Center facility, budgeting practices, safety precautions and first aid procedures. Ability to administer and supervise various recreation programs and special events, develop, plan and organize recreation programs, supervise employees of all levels, communicate professionally with all age groups and special populations, to make oral presentations, supervise the preparation of promotional and instructive materials, enforce rules and safety precautions, administer first aid, maintain records and activity reports, and to proactively resolve issues before they become problems. Excellent skills in organization, supervision, public relations, problem solving, team building and verbal and written communication is a must. Ability to supervise the work of others in a manner conducive to full performance, cooperation and high morale. Ability to establish and maintain effective working relationships with subordinates, co-workers, officials, and the general public.

Physical Requirements

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of telephone and personal contact as normally defined by the ability to see, read, talk, sit, stand, hear, hands to fingers dexterity, handle, feel or operate objects, read and write English. Physical capability to effectively use and operate various items of office equipment; such as but not limited to a personal computer, calculator, copies and fax machines.

Work is performed both indoors, in a moderately noisy and sometimes hectic environment, and also outdoors where exposure to extreme temperatures, and noise are common. Must be able to lift, carry and or push articles weighing up to 50 lbs.

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

Minimum Education and Experience

Graduation from a four year college or university with a bachelor's degree in recreation, leisure service, education, physical education or related field is required.

Four years experience administering and supervising recreation programs and facilities.

CPRP (Certified Parks and Recreation Professional) is preferred.

Must have, or obtain within six (6) months of hire CPR/First Aid/Defibrillator AED certification.

A comparable amount of training or experience may be substituted for the minimum education requirement.