



## **Parks and Recreation Activities Supervisor**

**The City of Sergeant Bluff is seeking to fill two (2) positions for Activities Supervisor. Qualifications and Responsibilities are listed below. Positions will be advertised until filled.**

### **Qualifications**

- Must be at least 18 years of age to apply.
- Ability to coordinate personnel and programs, to develop and maintain effective working relationships with the Parks and Recreation guests and staff, to communicate with Parks and Recreation guests, supervisors, and co-workers in a positive, friendly manner both orally and in written form, to be diplomatic and pleasant under stressful conditions, and to coordinate multiple events and multi-task.
- Ability to speak clearly so others can understand you, to see details at close range (within a few feet of the observer), to see details at a distance, to identify and understand the speech of another person, and to listen to and understand information and ideas presented through spoken words and sentences.
- Job Knowledge: Thorough knowledge of the equipment and techniques necessary to successfully oversee all facets of the community Center facility. Requires effective communication skills and the ability to provide assistance to customers (external and internal), the ability to write and speak clearly, distinctly and effectively with fellow employees and the general public; read in English and compare similarities and differences between words and series of numbers; apply common sense understanding to the work process, procedures, programs and services; and to provide and follow verbal and written instructions.
- Physical Requirements: The employee frequently is required to use hands to help set up and tear down for different events as well as clean up during and after events.

### **Responsibilities**

- Must be dependable and able to work unsupervised during evenings and weekends; Maintains regular and punctual attendance and working hours; In the event that an employee is excused from work other than being sick, they will be required to report to work.
- Responsible for overall activities in the Community Center, able to direct and lead staff during regular hours and special events. Acts as resource person in the facility.
- May assign duties to staff as needed during facility usage and change duties based upon event; Gives direction to staff and works with the community to promote understanding of the facility and goodwill toward the facility.
- Performs customer service and public relations duties; Works with the public and supervises public and private-party participants.
- Sets up and tears down chairs, tables and recreational equipment; Performs basic cleaning and maintenance of facility, restrooms; trash removal, dry & wet mop, snow removal/salting, and litter patrol.
- Performs other directly related duties consistent with the role and function of the position as assigned by the Manager