

## Town of Fort Myers Beach Job Description

**POSITION:** Assistant Recreation Supervisor  
**DEPARTMENT:** Parks & Recreation

### POSITION SUMMARY:

This is a full-time position requiring a schedule working nights, weekends, and some holidays. This employee will be responsible for assisting the Recreation Supervisor in managing all aspects of the Recreation center programs including but not limited to, Athletics, Club Rec, Summer/ Spring Camp, Teen, Youth, Community Special Events, 4<sup>th</sup> of July, New Year's, Fright Night, and other community-based programs and events. Works under the direct supervision of the Recreational Supervisor and will supervise, part-time and full-time staff, contractors, and volunteers.

### ESSENTIAL JOB FUNCTIONS:

- Assists in supervising recreation staff and volunteers.
- Assists in overseeing all operations and programs of the Recreation Center, including Fort Myers Beach Little League and Soccer League.
- Works with the Recreation Supervisor in managing maintenance projects for the Recreation Center.
- Assists staff in all recreational programming and special events.
- Works with staff in maintaining updated Hurricane and Emergency Plan for the property.
- Works with contractors in acquiring bids for purchases.
- Assists with pool coverage when needed.
- Works with the Recreation Supervisor in furthering the goals as stated in the Bay Oaks Strategic Plan adopted by Town Council November 2019.
- Assists in the planning, coordination, and implementation all athletic/fitness programming, including camps, clinics, programs, and special events including rentals.
- Receives and responds to public inquiries about all recreational programming.
- Assists in monitoring the maintenance budget.
- Seeks sponsorships, grants, volunteers, and new members.
- Assists in creating promotional materials to increase public awareness of and participation for all programs and community events offered.
- Develops cooperative partnerships with area schools, business leaders and community organizations for the enhancement and support of all programming and community events.
- Reports the needs of the public with consideration to the program to the Recreation Center Supervisor and suggests ways to meet those needs.
- Aids in general office routine, which includes registration of participants, preparation of reports, answering the phone, and dispensing general information to the public.
- Develops and maintains good working relationships with the public, coworkers, other town departments and the program participants.
- Performs other duties of this position or related positions as may become necessary or as directed by the Recreation Supervisor.
- Responsible for overseeing the community pool operations if needed.
- Responsible for all staff, volunteers, program participants and operations of the Recreations Center in the absence of the Recreation Supervisor.

*(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job-related duties as required.)*

### MINIMUM QUALIFICATIONS

#### EDUCATION AND EXPERIENCE REQUIREMENTS

- Undergraduate degree in Sports Management, Recreation, or closely related field, plus two years of recreation experience, including programming, or an equivalent combination of advanced education and related working experience.
- Possession of a valid Florida driver's license is a requirement for this job.

- CPR and First Aid certification preferred but must attain certification within 45 days of date of hire including lifeguard certification.

#### **KNOWLEDGE, SKILLS, AND ABILITIES REQUIREMENTS**

- Knowledge of and interest in recreation and related activities and community events.
- Ability to work outside in various weather conditions.
- Ability to accomplish work which requires physical stamina.
- Ability to establish and maintain effective working relationships with all program participants, coworkers, and the public.

#### **KNOWLEDGE, SKILLS, AND ABILITIES REQUIREMENTS (continued)**

- Ability to prepare routine administrative paperwork.
- Ability to effectively follow routine verbal and written instructions.
- Knowledge of customer service standards and procedures.
- Thorough knowledge of the policies, procedures, rules, and regulations governing the recreational program area assigned.
- Working knowledge of public information and public relations techniques.
- Ability to plan, organize and promote recreation activities and programs.
- Ability to evaluate the effectiveness of recreational program activities.
- Ability to plan and supervise the work of volunteers.
- Ability to communicate effectively both orally and in writing.
- Ability to analyze and organize data and prepare records and reports.
- Ability to successfully work with and serve a diverse local community.
- Positive attitude and enthusiasm for the job.
- Possess sight/hearing senses or use of prosthetics that will enable these senses to function adequately so the requirements of this position can be fully met.

#### **PHYSICAL/ENVIRONMENTAL DEMANDS**

- Work environment is a community recreation center and may be noisy and bustling.
- Light physical effort. Requires handling of average-weight objects up to 50 pounds and standing and walking. Effort applies to no more than six (6) hours per day.
- Environmental factors may vary, and position will require some time spent outdoors at all times of year.

*(Reasonable accommodations will be made in accordance with existing ADA requirements for otherwise qualified individuals with a disability) This job description is not intended to be and should not be construed as an all-inclusive list of all the responsibilities, skills or working conditions associated with the position. While it is intended to accurately reflect the position activities and requirements, management reserves the right to modify, add or remove duties and assign other duties as necessary. This job description does not constitute a written or implied contract of employment.*