

Class Title: Youth Recreation Supervisor  
FLSA Designation: Non-exempt  
Department: Recreation



### Position Overview

The Youth Recreation Supervisor oversees and directs Recreation Assistants in the management of all youth programming and services. The work is performed under the direction of the Recreation Supervisor.

### Essential Functions

- Oversees many aspects of Summer Youth Recreation Program, including training staff, providing programmatic and organizational support, teaching, and addressing any logistical/behavioral issues that may arise with campers;
- Assists with scheduling and planning activities for the Summer Youth Recreation Program;
- Assists with the construction, maintenance and management of the winter outdoor ice rink and skate programming;
- Develops, organizes and coordinates all summer, Friday and out-of-school activities;
- Supervises After-School Program participants, plans and purchases supplies for afternoon snack;
- Trains and supervises Recreation Assistants in safe and professional mentoring and coaching of program participants;
- Monitors for professionalism and safety in year-round youth recreation activities;
- Oversees management of Recreation Center to ensure safe and clean environment;
- Works towards becoming proficient in Active-Net registration system;
- Manages equipment, storage rooms and supplies in a safe, clean and organized manner;
- Oversees our Youth "Watch me Grow" garden;
- Performs other duties as assigned. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this position at any time.

### Qualifications

- Ability to work well and effectively communicate with children, parents and the public;
- High level of knowledge of diverse youth recreation programming;
- Ability to take direction and allow for flexibility regarding duty allocation;
- Flexibility to work weekends/nights during the rink season and weekends during fall soccer program;
- Ability to operate various machines related to park recreation activities such as pitching and tennis ball machines and a line painter;
- Ability to operate Zamboni Ice Resurface, rink brush tractor, snowplow, tractors, utility vehicles and passenger vehicles;
- Ability to operate hand tools and small power tools;
- Knowledge of and ability to use computers and Microsoft products;

- Comfortable working outdoors in all weather conditions;
- Ability to perform essential duties efficiently and accurately without endangering incumbent or other employees.

#### Acceptable Experience and Training

- Bachelor's degree in recreation programming, physical education or child development; or
- Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the duties of this job.

#### Licenses and Other Requirements

- Idaho driver's license;
- Current First Aid and CPR certification or ability to achieve certification;
- Applicants must be able to pass a background check and drug testing.

#### Working Conditions and Physical Efforts

- Sufficient clarity of speech and hearing or other communication capabilities which permits the employee to understand verbal instructions and to communicate effectively;
- Sufficient visual acuity which permits the employee to perform the above duties;
- Sufficient manual dexterity to perform office functions and operate needed equipment;
- Sufficient physical ability to perform the above duties which may include bending, stooping, reaching, pushing, pulling, climbing, running, walking, standing, kneeling, crawling, lifting, grasping, etc.;
- While performing the duties of this job the employee will occasionally need to lift, carry, push or pull up to 50 pounds;
- Jobs in this class require performing repetitive hand movements and will require sitting, standing and walking;

The physical effort characteristics and working environment described here 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.