



## EMPLOYMENT OPPORTUNITY

Sept. 15, 2017

**Position:** Assistant Recreation Supervisor

**Department:** The Keller Pointe

**Summary:** Responsible for supporting and enforcing the rules, regulations, programs, and safety of the entire facility, with direct focus in the recreation area. Assist with the marketing and sales of recreation programs, registration of programs, collection of fees, creation and assembly of programs, flyers, brochures, and mailings. Act in a dependable manner by meeting schedules and deadlines, adhering to policies and procedures, and maintaining a good attendance record. Assist the staff in planning, coordinating and implementing classes, athletics, special events and community activities.

### Minimum Qualifications:

- \*\*\* A minimum of 2 years' of college in a related field, plus 2 years' experience in the recreation/athletic industry required. Work experience must have included planning, coordinating, and implementing recreation/educational programs. In lieu of education, 4 years' work experience in the recreation/athletic industry accepted. Bachelor's Degree in Recreation or related field preferred.
- \*\*\* At least 1 year experience serving in a leadership role within the recreation/athletic industry, where the incumbent was responsible for creating employee schedules, directing work assignments, monitoring/managing performance, etc. is required.
- \*\*\* Ability to motivate and maintain a positive atmosphere.
- \*\*\* Certification in CPR/AED required.
- \*\*\* Ability to multitask, prioritize and problem solve effectively in a dynamic environment.
- \*\*\* Strong communication skills, including written, verbal, and interpersonal.
- \*\*\* Ability to interpret and follow instructions in a variety of formats.
- \*\*\* Basic working knowledge of computers and desktop publishing programs.
- \*\*\* No visible tattoos or unnatural hair color. No piercings to be worn visible during shift.
- \*\*\* Non-smoker preferred.

**Salary Information:** New Hire range: \$18.71 – 22.52/hour, DOQ  
Full range: \$18.71 – 26.33/hour

**Apply:** [www.cityofkeller.com/jobs](http://www.cityofkeller.com/jobs)

**Close Date:** Fri. Sept. 29, 2017

**Job Description  
City of Keller, Texas**

**JOB TITLE:** Assistant Recreation Supervisor  
**REPORTS TO:** Recreation Supervisor

**DATE:** 9/17  
**FLSA:** Non-exempt

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**JOB SUMMARY:**

Responsible for supporting and enforcing the rules, regulations, programs, and safety of the entire facility, with direct focus in the recreation area. Assist with the marketing and sales of recreation programs, registration of programs, collection of fees, creation and assembly of programs, flyers, brochures, and mailings. Act in a dependable manner by meeting schedules and deadlines, adhering to policies and procedures, and maintaining a good attendance record. Assist the staff in planning, coordinating and implementing classes, athletics, special events and community activities.

**Essential Job Functions:**

1. Assist the Recreation Supervisor with the financial aspects of the recreation division programs, including both revenue and expense aspects related to all program efforts. Assist to ensure that the financial performance of the recreation division meets budget.
2. Develop and implement various programs and special events by assessing the needs of citizens, negotiating class and instructor fees, preparing program goals and cost analyses, scheduling program dates, reserving program facilities, purchasing and maintaining equipment and materials, and promote programs to citizens.
3. Assist Recreation Supervisor in the oversight of all operations to ensure the division meets city standards and provides an environment of fiscal success by exceeding community expectations
4. Inventory and purchase supplies, equipment, and materials for various programs. Monitor the allocation of resources by maintaining program area supplies and equipment, and evaluating and recommending budgetary needs for program area.
5. Collect activity and registration records and make budgetary recommendations to supervisor. Prepare reports and evaluate programs to identify methods and areas of improvement.
6. Assist with the creation, coordination, implementation and marketing of recreation programs. Ensure proper systems are implemented to guarantee that the recreation facility programs meet the needs of members and guests and drive participation in such a manner as to achieve fiscal success and exceed community expectations.
7. Under the direction of the Recreation Supervisor, supervise temporary/seasonal personnel, volunteers, and contract instructors, including: interview applicants; coordinate training; monitor work tasks; coach staff; evaluate work performance; schedule program staff; and assist with payroll.
8. Assist in the delivery of division services as required, including providing specific services as qualified to do so by teaching classes, etc.
9. Assist Recreation Supervisor with reports and recordkeeping, such as employee payroll.
10. Monitor member and guest activity within the various environments to ensure the safety of all participants. Maintain all recreation equipment in proper working order.
11. Attend all scheduled employee staff meetings. Meet with the manager and other division supervisors regularly to ensure there is complete cooperation between divisions in the facility regarding Recreation division's services and operations.
12. Provide positive and enthusiastic customer service. Respond to people situations with the staff and the public in a tactful, professional manner.
13. Adhere to all mandatory standards of operation, policies, procedures, manuals, and memos, oral instructions, etc. all of which relate to the essential functions of the job.
14. Conduct oneself at all times in a manner of professionalism that aligns with the values, philosophies, and standards of the city and facility; this includes wearing a city-approved uniform and nametag.
15. Arrive to work every day, on time, as scheduled.

**OTHER JOB FUNCTIONS:**

1. May be asked to meet monthly revenue goals as set by the Recreation Supervisor to ensure the financial success of The Keller Pointe.
2. Perform other duties as assigned and/or directed.
3. Ability to work various shifts, including evenings and weekends.

**MINIMUM QUALIFICATIONS:**

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**PHYSICAL DEMANDS & WORK ENVIRONMENT:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is constantly required to read a computer screen or documents, grasp, handle, feel, type, listen, hear, reach, see, speak, walk, and stand for long periods of time. The employee is frequently required to bend, stoop, crouch, kneel, carry, and lift and/or move up to 25 lbs. The employee is occasionally required to lift and/or move up to 50 lbs. Work is generally performed in a climate-controlled office with occasional exposure to loud volumes of sound. Work may be performed outdoors resulting in exposure to all weather conditions, including heat, cold, and humidity. The indoor environment provides for a safe and healthy work environment and is smoke and drug free. Occasionally, it may be wet and humid, as well as moderately loud. The outdoor work environment may result in exposure to extreme weather conditions such as heat, cold and humidity. Regularly required to sit, stand, walk, and reach with hands and arms. Must be able to see, speak, and hear. Regularly required to lift and/or move up to 100 pounds (request assistance when necessary). Mental and Physical Demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to meet these demands.