

CITY OF CEDAR RAPIDS POSITION PROFILE	JOB CODE #/TITLE: NB469 Parks & Recreation Youth Activities / Cultural Arts Supervisor
POSITION #/TITLE: 0490 Parks & Recreation Youth Activities / Cultural Arts Supervisor	Adopted: 07-97 Revised: 05-14

POSITION DESCRIPTION

Dept /Division: Parks & Recreation/Recreation	Manager Level: Supervisor
Salary Plan/Description: NBU/Non-Bargaining Unit	Salary Grade: 11
Reports To Position #/Job Code #/JC Title: 2427/NB362/Recreation Superintendent	Dotted-line Reports To Position #/Job Code #/JC Title:
FLSA Status: Exempt	City Overtime Status (Employee Type): Exempt (Salaried)
Physical Demand Rating: Medium	Work Environment: Controlled
Pre-employment Testing: Drug and health screening after contingent offer.	Position Testing: Job fit assessment
Personal Protective Equipment: None	

General Statement of Duties

Organizes, supervises and directs a program of recreation and leisure for Youth Activities and the Cultural Art areas; performs related work as required.

Distinguishing Features of the Class

Considerable leeway is granted for the exercise of independent judgement and initiative. Supervision is exercised over the work of volunteers, full, part time, and seasonal/hourly employees as required.

Examples of Essential Work (Illustrative Only)

- Plans recreational and leisure activities in cultural arts, youth activities, facility /land rental and special events programs;
- Hires, trains, supervises and evaluates employees;
- Coordinates the involvement of volunteer help within specific program areas as required;
- Trains and supervises employees, volunteers and participants in safety procedures and precautions in recreational activities;
- Recommends program areas budget needs to the Superintendent, and closely monitors budgetary activity;
- Performs constant program evaluation for future policy development and revision of existing programs;
- Maintains all appropriate program and financial records;
- Orders supplies and equipment per program and budget requirements;
- Performs safety and risk management inspections of programs, activities and facilities;
- Promotes advertising for specific program area, solicits funds, sponsorships, partnerships and/or volunteers and equipment donation as needed;
- Monitors and maintains grant requirements, prepares documentation and provides technical program assistance for funding applications;
- Coordinates completes special projects on a timely basis;
- Schedules facilities as needed;
- Researches new programs and activities within the specific areas of expertise;

Develops and delivers presentations and attends meetings, conferences and workshops;
Assists in office as needed;
Conducts timely performance reviews and monitors performance and staffing needs;
Performs all work duties and activities in accordance with City policies, procedures and safety practices;
Attends work regularly at the designated place and time;
Supports continuous process improvement initiatives;
Performs related work as required.

Required Knowledge and Abilities

Comprehensive knowledge of recreation program and activity integration for specialized function such as cultural arts, youth activities,, and special events;
Comprehensive knowledge of safety and risk management principles, practices and techniques for recreation programs and activities;
Thorough knowledge of principles, methods and techniques of recreation program development;
Thorough knowledge of recreation program planning, implementation and evaluation;
Thorough knowledge of the principles, practices and methods of organizing and staffing recreation activities;
Good knowledge of clay, glaze and firing of electric kilns;
Ability in team building, persuasion and negotiation;
Ability to organize, coordinate, and direct volunteer community groups;
Ability to communicate effectively and maintain working relationships with supervisory personnel, employees, community organizations, representatives of the media, other public agencies and the general public;
Ability to plan, lay-out, assign, supervise and evaluate the work of a large number of employees performing a variety of program operational, administrative, clerical, supervisory and custodial tasks;
Ability to inspect and evaluate maintenance and construction and other work performed and to make sound recommendations related to the need for improvement and construction and proper methods for carrying out such improvements;
Ability to prepare accurate and reliable reports containing findings, conclusions and recommendations;
Ability to manage and analyze revenue and expenditures budgets;
Ability to operate a personal computer using program applications appropriate to assigned duties and responsibilities;
Ability to work cooperatively and to maintain effective working relationships to accomplish job responsibilities;
Ability to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
Ingenuity and inventiveness in the performance of assigned tasks.

Acceptable Experience and Training

Graduation from an accredited college or university with a Bachelor's Degree in recreation, or related field; and
Considerable experience in developing and supervising recreation programs and activities; or
Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work.

Required Special Qualifications

Certified Leisure Professional preferred

Essential Physical Abilities

Requires the following, with or without reasonable accommodation:

Sufficient clarity of speech and hearing, which permits the employee to communicate effectively;
Sufficient vision, which permits the employee to review a wide variety of written correspondence, reports and related material in both electronic and hardcopy form;
Sufficient manual dexterity, which permits the employee to operate a keyboard and produce hand-written materials and notations;
Sufficient personal mobility, which permits the employee to visit various workstations in the City and transfer limited mobility participants to activity areas.