



Recreation Supervisor Position Available

South Whidbey Parks & Recreation District is seeking applicants for a full-time permanent Recreation Supervisor position to coordinate/supervise a wide variety of recreation programming and other related duties.

NATURE OF WORK

This position is professional and supervisory in nature and is responsible for the development and direction of a wide variety of recreational activities. Under the direction of the Executive Director, this position plans, schedules, supervises, promotes, coordinates and implements the District's programs, and events. Job includes soliciting sponsorships for sports, scholarships, races, and special events. Supervises seasonal employees, volunteers and contractor instructors. Key programs include the Whidbey Island Triathlon, basketball and softball leagues, tennis, aquatics, and special events.

SUPERVISORY RESPONSIBILITIES

Supervises program assistants, instructors, and volunteers in accordance with the District's policies and applicable laws. Interviews, makes hiring recommendations, trains, and assigns work. Supervisory responsibilities include approximately part-time seasonal employees, volunteers and contract instructors.

EDUCATION AND/OR EXPERIENCE

Bachelor's degree in Parks and Recreation Administration, physical education or closely related field and two years of experience in recreation programming OR an equivalent combination of education and experience. Experience working with a local government in a parks and recreation department preferable. Must hold a valid Washington State Driver's License, or ability to obtain within three months of employment. Must hold valid First Aid and CPR certifications, or ability to obtain within three months of employment.

DESIREABLE KNOWLEDGE, ABILITIES & SKILLS

- Knowledge of current principles and practices related to the coordination of a wide variety of recreation programming.
- General knowledge of current Human Resources practices, as it pertains to recruiting, screening, hiring, evaluating and terminating program personnel and volunteers.
- Knowledge of fiscal practices and budgeting, specifically as a function of a government organization.
- Knowledge of promotion and marketing practices.
- Knowledge of scheduling procedures for facilities, special events and leagues.
- Knowledge of principles and practices of administration, supervision and training.
- Working knowledge of local government organizations, functions, policies, and regulations.
- Knowledge of standard first aid and CPR procedures.
- Ability to communicate effectively orally and in writing using correct English grammar, spelling, punctuation and vocabulary.
- Ability to plan, schedule, supervise and evaluate programs and personnel.

- Ability to operate computer equipment, keyboarding at 45 wpm, and other office machines. Considerable knowledge of computer technology and software and its application to registration, facility scheduling, report preparation, and creating promotional materials. Frequently used software programs include Sportsman, Active, Excel, Word, WordPress, Constant Contact and social media, Survey Monkey, Adobe Illustrator, Adobe Indesign.
- Ability to work in a rapid-pace work environment, handle multiple tasks and meet deadlines.
- Ability to maintain effective working relationships with community groups and individuals, staff and appointed and elected officials.
- Ability to greet the public, co-workers, and elected officials in a friendly, courteous and tactful manner and clearly convey a willingness to be of service and/or be open to resolving the situation at hand.
- Ability to exercise discretion in confidential matters and to respect confidential matters regarding employees, contractors, volunteers, and District Commissioners.
- Ability to work irregular hours, including some evenings and weekends.

PHYSICAL DEMANDS AND WORKING CONDITIONS

This position works from the District office. However, work is also performed out of the office and a high degree of physical mobility is required to provide supervision of programs and events at various locations. Ability to work a flexible schedule is required. Physical capabilities to participate in recreational activities such as running, pushing, pulling, and throwing objects, reaching overhead and horizontally; hearing and speaking to exchange information and make presentations; seeing to read materials and monitor activities; dexterity with hands and fingers to operate sports equipment and a computer keyboard. Must be able to lift 45 pounds.

Compensation

This position is a full-time exempt position

- Salary:
 - Starting Salary: \$55,133 per year
 - This position is in Grade 10 of the District's Step-in-Grade Salary scale.
- Benefits:
 - District paid excellent Medical and Dental coverage for the employee
 - Retirement programs through the Department of Retirement Systems with Employer contributions
 - Vacation Time
 - Sick Time

Interested individuals should submit a SWPRD job application, Cover Letter, and Resume to:

**Doug Coutts, Executive Director
South Whidbey Parks and Recreation District
5475 Maxwellton Road
Langley, WA. 98260**

**Job description and application available at Park Office
First review of applications: August 1st, 2021**