



# Recreation Program Supervisor

City of Kenmore

## SUMMARY

Under the general direction of the Operations Director, the Recreation Program Supervisor position plans, communicates, and coordinates recreation activities and programs that serve members of the community. Because of the small number of City employees, each staff member is expected to perform a wide range of office and field duties as may be required from time to time.

## ESSENTIAL DUTIES AND RESPONSIBILITIES

- Coordinates and manages the resources of volunteers, non-profit organizations, and other agencies to develop, facilitate, and promote recreation activities and programs.
- Serves as primary contact and liaison between the City and organizations contracting with the City for use of City facilities. Examples include summer camps or concessionaires.
- Serves as primary contact and liaison with the Kenmore Waterfront Activities Center (KWAC), Kenmore Rowing Club (KRC), Northshore School District, and other waterfront recreation groups.
- Serves as primary contact and liaison with the Kenmore Senior Center for senior programs.
- Develops and maintains a list of existing recreation providers within the City and surrounding area and provides this information on the City's website under a Recreation heading.
- Develops and maintains an online and hardcopy Recreation Guide. Develops other promotional material for recreation programming and facilities.
- Serves in lead role to develop visioning and prioritization of recreation needs across age groups and the community.
- Supports community groups and nonprofits in the development of new recreation programs; provides support to grow and improve existing programs provided by the community.
- Oversees all aspects of facility rentals in City owned buildings and parks (including City Hall, Hangar building, park picnic shelters, sports fields, etc.) including management of the facility reservation process, applications, rental agreements, and coordinating facility set-up and use with the renters and other city staff.
- Negotiates, executes, and manages contracts with recreation organizations that use City facilities in exchange for recreational programming.
- Negotiates and manages recreation concession agreements.
- Assists the Volunteer & Events Supervisor with City events including management of volunteers.
- Collects data from recreation providers and prepares reports on recreation program participation and other performance indicators to present to City leadership.
- Coordinates with other departments as necessary in the planning and support of recreation programs run by other organizations.

- Responds to recreation programming-related questions or requests for information via phone, email, or in person.
- Ensures compliance with all insurance and other regulations.
- Establishes and implements policies, procedures, and standards consistent with City policies and ordinances.
- Prepares orientation packets for partnering organizations and their staff and volunteers.
- Works and coordinates with the City's Communication Specialist to prepare and distribute communication and outreach materials for recreation programs, facility rentals, and community sponsored special events, including electronically via social media outlets, electronic monitors, and the City's website.
- Develops and maintains website content for recreation programs as well as park and facility rentals.
- Delivers presentations at community meetings and other groups about recreation programs in the City.
- Attends various recreation events and participates in volunteer projects.
- Ensures regular and reliable attendance of seasonal or volunteer employees.
- Performs other duties as assigned that support the overall objective of the position and needs of the organization.

## QUALIFICATIONS

### Knowledge & Skills:

- Knowledge and experience in organizing, planning, developing, and managing various recreation programs.
- Coordinating with other organizations and/or volunteers in relation to programming.
- Experience with contract management.
- Office practices, procedures, and equipment, including filing systems, and letter and report writing.
- Working knowledge of municipal services organization/structure and processes.
- Working knowledge of personal computer-based software programs that support this level of work, including but not limited to word processing, spreadsheet, presentation graphics, design, website content, and other special applications used by the City.
- Sufficient math skills to perform financial recordkeeping.
- Sufficient knowledge of proper English usage, grammar, spelling, and punctuation to prepare professional correspondence.
- Well-developed interpersonal skills to work productively and cooperatively with diverse teams and exercise patience when dealing with internal and external customers.

### Abilities:

- Independently perform all the duties of the position and to exercise judgment and discretion in making significant business decisions.
- Work irregular hours and schedules including evenings, weekends, and holidays to attend meetings, conduct meetings, and attend scheduled events.
- Physically participate in the set up and tear down of recreation activities, reservations, and events.
- Develop and manage a budget; work closely with recreation organizations, including their staff, board members, and volunteers; recruit, select, and supervise volunteers; and interpret and apply policies and procedures to ambiguous situations.

- Use sound judgment when making decisions, interpretations, and in communications with others.
- Plan, organize, and prioritize work to meet schedules and timelines.
- Communicate with staff, customers, and the public using patience and courtesy, and in a manner that reflects positively on the City.
- Be a contributing member of a team, work productively and cooperatively with other teams and external customers, and convey a positive image of the City and its services.
- Function primarily indoors in an office environment although attendance at outdoor volunteer and community events will be part of the job.
- Sufficient ambulatory ability to move about the office and to off-site locations.
- Auditory ability to carry on audience, ordinary, and telephonic conversation.
- Near and far visual acuity to read detailed maps, drawings, other printed material, computer screens, and observe physical layouts.
- Manual and finger dexterity to write and to operate computers and other office equipment.
- Alternatively sit and stand for sustained periods of time.
- Occasionally lift objects weighing approximately 30 pounds.
- Driving ability in order to transport oneself throughout Kenmore and King County.

#### **Education and Experience:**

- The position typically requires bachelor's degree and
- Five years' experience in recreation management.
- Any equivalent combination of experience and training that demonstrates the required knowledge, skills, and abilities may be considered.

#### **Licenses and Certificates**

- Requires a valid driver's license and an acceptable driving record.
- A criminal background check will be performed as a condition of employment.

#### **ADDITIONAL INFORMATION**

- Work Environment – Work is performed indoors and outdoors where some safety considerations exist from physical labor and handling of medium weight, yet awkward materials.
- Hours of Work –City Hall working hours are typically 8:30 a.m.-5:00 p.m. Weekend and evening work are occasionally required. Meeting attendance may be required outside normal business hours. This position is eligible for a partial teleworking arrangement. This position is required to be available for evening hours to attend or present in-person at City Council meetings as-needed, or attend in-person, evening or weekend meetings when necessary.

#### **OTHER ITEMS AND ADVANTAGES OF WORKING FOR THE CITY OF KENMORE**

- This position is eligible for healthcare benefits, retirement plans, paid holidays, vacation, sick leave and more!

- The City does not participate in Social Security and participates in a 401(a) retirement plan in lieu of Social Security.
- Kenmore is located on the north shore of Lake Washington and has over seven miles of waterfront along the lake and the Sammamish River.
- Kenmore is a first-ring suburb of Seattle and is equi-distant to downtown Seattle, downtown Bellevue, Microsoft headquarters in Redmond, and Boeing and Paine Field in Everett.
- City Hall is in the heart of Kenmore's downtown and is within walking distance of many local businesses, restaurants and parks!

*This job/class description describes the general nature of the work performed, representative duties as well as the typical qualifications needed for acceptable performance. It is not intended to be a complete list of all responsibilities, duties, work steps, and skills required of the job.*

**Department: Public Works Operations**

**FLSA: Non-exempt**

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