



JOB TITLE: COMMUNITY CENTER SUPERVISOR

DEPARTMENT: COMMUNITY AFFAIRS

JOB CLASS NUMBER: 6308

**DIVISION: COMMUNITY CENTERS &
PROGRAMS**

REVISION DATE: 7/22/2022

Acceptance - Department Head

DEFINITION/DISTINGUISHING CHARACTERISTICS OF JOB:

Under the immediate supervision of the Director of Community Centers and Programs, this person is responsible for work of average difficulty in supervising and planning the activities of the assigned Community Center as required and specified by the overall job description.

EXAMPLES OF DUTIES:

- *Responsible for planning programs and activities for children, youth, and adults, which includes educational programs, league tournaments, the use of indoor and outdoor facilities.*
- *Keeps records of Center reservations and employees' time and makes periodic reports to the Director of Community Centers and Programs.*
- *Prepares and maintains schedules for use of center facilities, periodic observation to ensure that equipment and facilities are ready for use and in proper shape*
- *Conducts weekly staff meetings and attends supervisors' meetings*
- *Completes weekly/monthly/annual Center activity reports (Performance Measures)*
- *Completes requisitions for purchases*
- *Maintains inventory of recreation equipment, materials, and supplies*
- *Maintains an inventory of equipment,*
- *Plans summer program activities and athletic events*
- *Ensures that time sheets for athletic events and workers' timecards/sheets are properly signed and documented*
- *Performs daily communication with Center staff to ensure that each worker is maximizing work output while maintaining the Center in a safe and satisfactory condition*
- *Collects and keeps records of funds received and turned in to the administrative office*
- *Follows the Louisiana Governmental Code of Ethics for public servants and ensures that other employees do the same.*
- *Performs other reasonable duties within the scope of work or in emergency situations as assigned by the appropriate authority.*

TRAINING AND EXPERIENCE:

- *Possess a four-year college degree in recreation (or a closely related field) from an accredited institution*
- *Three (3) years of supervisory experience in recreation or a closely related field*
- *A postgraduate degree and five (5) years of supervisory experience in a closely related field may be considered*
- *Considerable knowledge of the operation of a Community Center and understands how to plan Center activities*

KNOWLEDGE, SKILLS, AND ABILITIES:

- *Able to comprehend verbal and written instructions*
- *Willing to attend workshops and seminars to improve knowledge and learn current related recreational technology and innovations*
- *Knowledge of a variety of athletic and recreational activities including league and recreational rules and techniques, first-aid procedures, and operation of recreation programs*
- *Able to communicate effectively with children, senior citizens, adults, coaches, athletic officials, other City personnel, community organizations, as well as the general public*
- *Able to endure much walking, standing, and stress*
- *Possesses computer skills*

LICENSES AND CERTIFICATES:

Current and valid driver's license with good driving record

INTERNAL POSTING PERIOD: 6/7 - 6/20/24

Position posting goes public after 10th day.