



EMPLOYMENT OPPORTUNITY

ASSISTANT RECREATION SUPERVISOR **RECREATION**

In compliance with the Americans with Disabilities Act, persons needing Accessibility and/or Language assistance help should contact 801.629.8701, visit <http://accessibility.ogdencity.com> or contact Relay Utah at 711 or 888.735.5906.

POSITION SUMMARY

To coordinate community center recreation services during afternoons, evenings and weekends; to oversee and participate in all work activities including use of the weight room, basketball court, dance rooms, craft rooms and meeting rooms; and to perform a variety of technical tasks relative to assigned area of responsibility. Receive direct supervision from the Recreation Supervisor. Exercises direct supervision over technical staff and volunteers.

EXPERIENCE AND TRAINING STANDARDS

Two years of responsible experience in recreation services and program planning. Equivalent to a bachelor's degree from an accredited college or university with major work in recreation administration, physical education, or a related field. Possession of, or ability to obtain, a valid CPR / First Aid certificate. Possession of, or ability to obtain, an appropriate, valid, Utah driver's license.

NIMS REQUIRED TRAINING

Employee will be required to complete NIMS IS100 and IS700 within six months of hire.

Failure to obtain and maintain license and certificate as outlined above may result in termination from the position.

ESSENTIAL JOB FUNCTIONS

- Promote and follow the City's mission statement, values and expectations.
- Coordinate and supervise a variety of recreational activities at the community center including use of the weight room, basketball court, dance rooms, craft rooms and meeting rooms.
- Monitor program compliance with laws, Ogden City procedures, rules and regulations related to provision of recreation and related services.
- Supervise the issuance, use, care and maintenance of recreational supplies and equipment.
- Conduct research to determine the recreational needs and desires of the surrounding community; prepare program proposals for assigned Recreation Supervisor as needed according to research results; initiate required programs upon approval.
- Monitor and inspect recreation facilities, schedule maintenance and secure facilities.
- Schedule usage of recreational facilities for activities including instructional lessons, special events and outside organizations' use; provide information and assistance to users of facilities.
- Supervise the issuance and maintenance of recreation supplies and equipment.
- Maintain records and prepare evaluation reports on new or ongoing programs; document

the number of registrations and fees collected; maintain and file accident reports; prepare statistical reports as required.

- Ensure adherence to safety standards in all recreation activities.
- Recommend and assist in the implementation of goals and objectives; establish schedules and methods for providing recreation programs; implement policies and procedures.
- Participate in the preparation and administration of the recreation program budget for assigned area; submit budget recommendations for needed equipment and materials; monitor expenditures.
- Participate in safety and risk management activities; take action to reduce liability to the city.
- Attendance and punctuality are essential functions of this position. Employee is required to work as a team and frequently meet with co-workers and supervisors; employee is required to communicate in-person with the public during office hours; and employee is required to use on-site equipment.
- Perform related duties and responsibilities as required.

MARGINAL JOB FUNCTIONS

- Maintain awareness of new developments in the field of gerontology and incorporate those as appropriate into programs.
- Assist with the setup, maintenance and repair of senior center facilities and equipment.

QUALIFICATIONS

Knowledge, skills, abilities:

- Basic operations, services and activities of programs.
- Modern principles and practices of recreational program development and implementation.
- Basic procedures, methods and techniques of budget preparation and control.
- Pertinent Federal, State and local laws, codes and safety regulations.
- Recent developments, current literature, and sources of information related to senior services, planning and administration.
- Modern office procedures, methods and computer equipment.
- Supervise, organize, train and evaluate the work of technical personnel and volunteers.
- Recommend and implement goals, objectives and practices for providing effective and efficient recreation programs.
- Coordinate, direct and implement recreation programs/ events suited to the needs of the community.
- Elicit community and organizational support for recreation programs.
- Present material to the public.
- Communicate clearly and concisely, both orally and in writing.
- Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include, walking, standing and sitting for extended periods.
- Maintain effective audio-visual discrimination and perception needed for making: observations, communicating with others, reading and writing, and operating assigned equipment as required by the position.
- Establish and maintain effective working relationships with those contacted in the course of work.

- Maintain mental capacity which allows for effective interaction and communication with others.
- Ability to comply with all city policies and regulations, including safety and risk management standards.

WORKING CONDITIONS

The work conditions described here are representative of those an employee may encounter while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

PHYSICAL REQUIREMENTS

Work in an office environment; sustained posture in a seated position for prolonged periods of time. While performing the duties of this job, the employee is frequently required to sit, walk and talk or hear. The employee is occasionally required to lift and or move up to 20 lbs.

CRIMINAL HISTORY BACKGROUND CHECK

Successful applicant must pass background check.

MOTOR VEHICLE REPORT

Driving record of successful applicant will be obtained by the HR office.

EDUCATION REQUIREMENT

Successful applicant must submit a copy of above education requirements when requested.

VETERAN'S PREFERENCE POINTS

Applicants **MUST** submit a copy of their DD-214 to the Human Resource office during the interview process. This is for initial appointments only.

SALARY RANGE

Range 28 - \$1,221.20 to \$1,668.73 (Bi-weekly Rate) (DOQ). Typically hire at minimum. This position is eligible for benefits.

APPLICATION PROCEDURE

On-line applications will be accepted at www.ogdencity.com until **filled**. If you do not have access to a computer, you may come to the Ogden City Human Resources office located at 2549 Washington Blvd., Suite 220, Ogden, UT 84401 between the hours of 8:00 a.m. to 5:00 p.m. Monday through Friday.

All applications/resumes will be evaluated and ranked on the basis of relevant education and experience as stated therein. Highest ranking applicants may be invited for a personal interview.

WE ARE A DRUG FREE WORKPLACE

AA/EOE/ADAAA

May 26, 2021