

Memo

To: Village Board

From: Chris Clark, Director of Parks, Recreation, & Forestry

Re: Approval of Position Description and Authorization to Fill the Recreation Supervisor Position

Date: April 19, 2022

Background Information:

Matt Hahn, the Village Recreation Coordinator, has submitted his resignation and accepted a position with the Kroc Center in Green Bay. Matt had been with the Village of Allouez for approximately six and a half years and his last day with the village was April 6th.

The Parks, Recreation, and Forestry Department is seeking approval of an updated position description and title to Recreation Supervisor as well as authorization to fill the position. These updates better reflect the duties that the position has been performing over the last several years as well as clean up some verbiage.

The Recreation Supervisor is a key leadership position directly responsible for planning, developing, coordinating, directing, and supervising diverse recreation programs, activities, and events for all ages and abilities for the Village of Allouez. Additionally this position assists with Village Hall office duties as well as village wide communication efforts.

Previous Information/Action:

None

Budget Item/Funding:

The Recreation Supervisor is a non-exempt 1.0 FTE position that has a wage range of \$21.97-\$29.72 (\$45,689-\$61,814) per hour and is currently budgeted at \$24.64 (\$51,251) per hour plus full benefits. This is a comparable wage/salary for this type of position within Wisconsin.

Staff Request:

Village staff is requesting approval of the updated job description and authorization to proceed with filling the position of Recreation Supervisor with a starting wage range of \$22.00-\$24.00 (\$45,760-\$49,920) per hour.

Attachments:

- Updated Recreation Supervisor Position Description



VILLAGE OF ALLOUEZ
POSITION DESCRIPTION

POSITION TITLE: Recreation Coordinator **Supervisor** **APPROVED:** August 26, 2015

REPORTS TO: Director of Parks, Recreation & Forestry **FLSA:** Non-Exempt

JOB PURPOSE: This is a professional position responsible for researching, planning, coordinating, organizing, developing, hiring and budgeting for recreational programs, activities and special events for all ages. Assists the Parks, Recreation and Forestry Director and is responsible for various department administrative duties. **This is a key leadership position directly responsible for planning, developing, coordinating, directing, and supervising diverse recreation programs, activities, and events for all ages and abilities for the Village of Allouez. The Recreation Supervisor must be team oriented, creative, self-motivated, and enthusiastic with exceptional leadership and collaboration skills.**

DUTIES AND RESPONSIBILITIES: The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive and other duties may be required and assigned.

Recreation related jobs and duties:

- **Responsible for planning, organizing, scheduling, coordinating, and implementing recreational activities, classes, and events.**
- ~~Assists Parks Recreation and Forestry Director with division budget preparation.~~ **Develops annual budgets for the recreation division.**
- Processes operating expenditures for recreation activities including payroll for department employees, reviewing time sheets and verifying hours and rates.
- Schedules and coordinates the use and security **staffing** of facilities and athletic fields utilized for recreation programming and community use.
- ~~Coordinates all recreational activities for the department.~~
- ~~Works with various outside organizations to coordinate the scheduling of activities in non-village facilities.~~
- ~~Oversees and administers Senior Center programs.~~
- Attends staff, committee, and board meetings as needed.
- ~~Responsible for producing marketing/advertising materials to promote recreation programs and activities. Social Media Promotion, monitors department pages for interactions and feedback from community members. Prepares the annual "All About Allouez" brochure including soliciting advertising to offset the brochure costs.~~ **Responsible for marketing and promotion of recreation programs, events, and activities. Coordinates and prepares the annual village community brochure.**
- Responsible for the hiring, supervising, training, scheduling and evaluating of seasonal and part-time employees for recreation and senior programs.
- Evaluates programs and services, prepares reports, maintains records, and establishes fees for recreation programs and special events.
- Purchases, inventories, and distributes equipment and supplies for recreation programs and special events.
- ~~Establishes and maintains a customer focused approach for recreation programming.~~ **Provides outstanding customer service, and builds positive relationships with internal and external customers.**

- ~~Maintains and updates the Parks, Recreation and Forestry Department's webpages on the village website.~~ **Monitors, maintains, and updates the department's webpages and social media platforms.**
- Receives and processes facility reservations and program activity registrations.
- ~~Responsible for preparing schedules for various youth and adult recreational leagues.~~
- Develops community partnerships to increase and maximize recreation programming opportunities. Assists various organizations and volunteers.
- **Coordinates and supervises a state licensed youth summer camp program.**
- **Researches and monitors trends and new topics in recreation and leisure services. Attends and participates in industry related conferences, seminars, and workshops.**

General clerical related duties and responsibilities:

- Performs routine administrative duties.
- Assists the receptionist with clerical tasks, **recepting**, telephones, **elections**, and customer service in the general office when necessary.
- ~~Assists with election duties as needed.~~
- Prepares the village monthly e-newsletter, **annual village brochure**, and assists with village wide communication efforts **including appropriate responses to inquiries and comments.**

POSITION QUALIFICATIONS:

Minimum of Associate's degree in Recreation Administration, Leisure Services, or similar degree, Bachelor's degree preferred. Minimum of three years' of progressive experience in recreational programming, supervision, and leadership. National Recreation and Park Association CPRP desired. CPR, AED and First Aid training and certification desired. Valid driver's license is required.

~~Bachelor's Degree in Recreation Administration or equivalent. Minimum of three years' experience in recreational programming and supervision. CPR, AED and First Aid training desired. Valid WI driver's license is required.~~

KNOWLEDGE, SKILLS AND ABILITIES:

- Considerable knowledge of the principles, practices, and methods for delivering community recreation services.
- Ability to respond to inquiries in an informed, efficient and responsible manner.
- Ability to develop and maintain effective partnerships with the public, community agencies, service organizations, and schools.
- Ability to prepare and maintain a program budget.
- Ability to effectively communicate **and interact with participants of all ages**, the general public, village officials, and village employees, both orally and in writing.
- Ability to listen, respond to, and resolve citizen's requests and concerns and to undertake a variety of tasks on a daily basis related to overall village operations.
- Ability to develop, coordinate, and direct various recreation activities for the benefit of the community.
- Ability to plan, schedule, train, supervise, and evaluate the work of recreation staff and volunteers.
- ~~Proficient with computers including Microsoft Office programs.~~
- ~~Ability to perform general office work.~~
- **Ability to utilize and manage current technology and social media platforms.**
- **Knowledge and experience with RecDesk recreation software or similar products.**
- **Excellent communication, multi-tasking, problem solving, and decision making skills are essential.**

SUPERVISION/DECISION MAKING:

Supervises ~~up to~~ 75 seasonal and part-time employees **within the division**. Makes preliminary recommendations regarding personnel matters. Decisions affect the operation of the work unit. Receives specific direction to accomplish assigned objectives and plans own work.

INTERACTION: Frequent inside and outside contacts with **participants**, co-workers, employees, residents, vendors, and immediate supervisor. Contacts involve corrections or adjustments where some tact is essential to resolve minor problems. Customer service is essential.

This job description is intended to describe the functions and minimum requirements for the performance of this job. It is not to be construed as an exhaustive statement of all duties, responsibilities or requirements. The Village reserves the right to add, change or delete functions of this position at any time

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