

City of Rock Springs
212 D Street
Rock Springs, WY 82901
307-352-1500
307-352-1516 (fax)



Position Request Form
(Must be completed prior to posting position.)

Position Requested by: Mike Evans

Date: 6/19/2019

Department Director Approval: _____

Date: 6/19/19

Department: Family Recreation Center

Position Requested: Senior Recreation Supervisor (Ice Arena)

☒ Replace ☐ Add

If replacement, state previous employee name and date of termination:

Justin Stewart

Position Status:

☒ Full-time ☐ Part-time ☐ Temporary ☐ Seasonal _____ months # hours/week _____

☐ Days ☐ Evenings ☐ Nights ☐ Weekends ☐ Various

Specific time of shift: (i.e. 7:00am – 3:30pm) _____

Position Qualifications

☐ High School Grad/GED ☐ Associates Degree
☐ Driver's License ☐ Bachelor's Degree
☐ Commercial Driver's License ☐ Master's Degree
☐ Certifications _____

Brief Description of Duties: Job Description Attached

Position Begin Date: 7/1/2019

Budget Approval: _____

Director of Administrative Services

Non-Budget Approval: _____

Director of Administrative Services

Approved: _____

Mayor

Not Approved: _____

Mayor

Advertising Request

☐ Post In-House Only
☐ Rocket Miner
☐ Green River Star
☐ Regional/National Paper
☐ State Association
☐ National Association



Rock Springs Parks & Recreation Department

3900 Sweetwater Drive, Rock Springs, WY 82901

(307) 352-1440 • FAX (307) 352-1444

June 24, 2019

P & R - #19-19

To: Honorable Mayor Timothy A. Kaumo and City Councilors

From: David M. "Dave" Lansang – Director – Parks and Recreation Department

Date: June 24, 2019

Re: Position Vacancy

At this time I am requesting your support to fill a vacant Senior Recreation Supervisor – Ice Specialist position at the Family Recreation Center (FRC).

Our previous employee recently accepted a position at the Water Reclamation Facility and begins there on July 1, 2019.

This Senior Recreation Supervisor – Ice Specialist is one of two full-time employees who oversee and operate the ice arena seven days a week from mid-September thru early May. This position is authorized and funded within the current budget.

If you have any questions regarding this request, please do not hesitate to contact me at any time. Thank you for your consideration.

City of Rock Springs Job Description

POSITION TITLE: Senior Recreation Supervisor
DEPARTMENT: Parks and Recreation
SUPERVISOR: Recreation Center Superintendent

GENERAL:

The employee will support the City of Rock Springs mission *"To provide all individuals, through the combined efforts of city government and the people it serves, an effective, efficient and productive form of government, while promoting an enhanced quality of life, open communications and economic growth."*

The employee will demonstrate the ability to manage time, maintain a safe and clean environment; practice confidentiality; treat all persons with respect and professional courtesy; accept change; accept and provide constructive feedback; and work as a team player. The employee must also demonstrate the competencies for their position, and adhere to policies and procedures of their department and the City of Rock Springs.

JOB SUMMARY:

Under direction, to supervise, assign, review, and participate in the work of staff responsible for providing recreation programs, services, and activities including pool, gym, ice arena, racquetball, fitness, weight room, special events, fine arts, youth, teen, and adult activities and sports, and to perform a variety of technical tasks and professional recreation work relative to assigned area of responsibility.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Performs a variety of duties including, but not limited to:

1. Plan, prioritize, assign, supervise, and review the work of staff responsible for providing recreation programs, services, and activities including pool, gym, ice arena, racquetball, fitness, weight room, special events, fine arts, youth, teen, and adult activities and sports
2. Participate in the selection of assigned staff; provide or coordinate staff training; work with employees to correct deficiencies; recruit volunteers. Exercises direct supervision over professional and technical staff.
3. Recommend and assist in the implementation of goals and objectives; establish schedules and methods for providing recreation services; implement policies and procedures.
4. Participate in the preparation and administration of the assigned budget; submit budget recommendations; monitor expenditures.
5. Respond to and resolve inquiries and complaints.
6. Maintain and review records of schedules, pro shop, program participation, monies received, expenditures, and accidents; compile statistics and prepare reports relevant to activities and members.
7. Evaluate community needs and interests; prepare community surveys; recommend new recreation programs to meet community needs.

8. Prepare promotional materials, program evaluations, and correspondence.
9. Monitor the use of City recreation facilities by user groups, assisting and enforcing established rules of facility use and participant conduct.
10. Perform outdoor swimming pool maintenance.
11. Prepare and oversee schedules and registration for swimming, ice skating, gym, ice arena, special events, and activities.
12. Plan, organize, teach, and supervise a variety of classes, special events, and programs in aquatics, gyms, ice arena, and outdoors for various age groups.
13. Hold training sessions in first aid, CPR, and lifeguarding for Parks and Recreation staff; maintain records for certifications.
14. Research, requisition, purchase, deliver, and issue equipment and supplies and awards to recreation personnel and participants; perform preventive maintenance on equipment.
15. Prepare and deliver effective oral presentations to civic, social, and business groups; consult with business, school officials, social and service groups and the public regarding programs and facilities.
16. Operate Zamboni.
17. Make recommendations and assist in contract administration and use agreements; review documents to authorize payment of contract and City personnel.
18. Build and maintain web sites promoting and advertising programs.
19. Design and implement Emergency Action Plans for pools, off site recreation programs, and the recreation building.
20. Respond to on call duties during off hours or weekend hours.
21. Fulfill managerial duties of supervisor in his/her absence.
22. Occasionally performs job duties and responsibilities of positions below Senior Recreation Supervisor including light to medium maintenance and janitorial duties around the recreation building.
23. Participating on various committees involved in job related operations.
24. Perform related duties and responsibilities as assigned.

ABILITIES AND REQUIREMENTS

Has the knowledge, skills, and ability to:

1. Ensure operations, services, and activities of a comprehensive recreation program.

2. Utilize principles of supervision, training, and performance evaluation.
3. Utilize procedures, methods, and techniques of recreation program development, administration, and promotion.
4. Utilize rules, practices, techniques, and equipment used in specialized recreation activities.
5. Utilize methods, materials, tools, and equipment used in the operation and maintenance of public swimming pools.
6. Implement pertinent Federal, State, and local laws, codes, and regulations.
7. Utilize techniques used in public relations.
8. Utilize modern office practices, methods, accounting procedures, computer equipment, to ensure accurate record keeping and reporting.
9. Utilize principles of ice arena operation to include operation of the Zamboni and ice edger.
10. Operate a motor vehicle and ensure safe driving principles and practices.
11. Select, supervise, train, organize, and evaluate the work of professional and technical personnel.
12. Perform professional-level recreation program planning, scheduling, and implementation in one or more specialized areas.
13. Analyze and evaluate community needs and work with community organizations in developing recreation programs.
14. Work with other entities to develop league fees based on operation cost.
15. Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
16. Interpret and apply the policies, procedures, laws, and regulations pertaining to assigned programs and functions.
17. Respond to requests and inquiries from the general public.
18. Communicate clearly and concisely, both orally and in writing.
19. Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

EXPERIENCE AND TRAINING

Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Experience:

Four years of responsible recreation programming experience including some supervisory experience.

Training:

Equivalent to two years of college with major course work in recreation administration, physical education, or a related field.

License or Certificate:

Possession of First Aid and CPR Certificates.

Possession of, or ability to obtain, an appropriate, valid driver's license.

Depending on assignment, may require Pool Operator's Certificate, EPA Refrigeration Certificate, Water Safety Certificate, Learn to Skate Certificate, or other job related certificates.

PHYSICAL DEMANDS

Essential duties require the following physical skills and work environment:

Ability to sit, stand, walk, run, kneel, crouch, stoop, squat, swim, ice skate, climb, and lift 50 lbs.; exposure to cold temperatures and slippery surfaces, outdoors, chemicals, and mechanical hazards; ability to travel to different sites and locations; availability for shift work, on-call, and stand-by and availability for evening meetings and events scheduled during non-working hours.

ACKNOWLEDGEMENT:

I certify I have received, read, and understand my job description and am aware that my performance evaluation is based on carrying out the requirements of this job description.

Signature of Employee

Date

Signature of Supervisor

Date

Effective Date: November 1, 2000

Revised: