



TOWN OF SMITHFIELD
JOB DESCRIPTION
RECREATION SUPERVISOR

GENERAL SUMMARY: Under the general supervision of the Recreation Manager, the Recreation Supervisor is responsible for the performance of various duties in maintaining the operation the summer recreation program. This position involves significant public contact. Hours and days of work vary according to the needs of the program as assigned by the Recreation Manager.

ESSENTIAL FUNCTIONS:

1. Assist the Recreation Manager in the general operation of the summer recreational program.
2. Assumes the duties of the Recreation Supervisor and complete responsibility for the Recreation program in the Manager's absence.
3. Follows procedures established by the Recreation Manager.
4. Safeguards the property of the Town of Smithfield.
5. Schedules and assigns work and trains employees for his /her area of responsibility.
6. Recommends disciplinary action to the recreation Manager, as required.
7. Manages all facets of the summer recreation program to include but not limited to: beaches, tennis courts, ball fields, basketball courts, parks, etc.
8. Ensures the summer programs operate in a safe manner.

9. Reports any unsafe conditions to the Recreation Manager or takes action to immediately correct them.
10. Reports all accidents to the Recreation Manager.
11. Performs other tasks as assigned by the Recreation Manager for the effective and efficient operation of the recreation program.
12. Interacts positively with the public in a kind and courteous manner.

JOB REQUIREMENTS:

Education/Training

1. Graduate from High School or completion of a G.E. D. certificate.
2. Experience in administration and /or recreation programs preferred.
3. Three years progressive experience in management in a supervisory capacity.
4. Ability to prepare written reports to maintain routine records.
5. Ability to deal effectively, tactfully and sensitively with the public.
6. Ability to act independently and exercise discretion and good judgment.

PHYSICAL REQUIREMENTS:

1. See functional job description (attached.)

The duties and responsibilities in this job description may be subject to change at any time due to reasonable accommodation or other reasons.

WORKING CONDITIONS:

1. Perform most duties outdoors.

SALARY: As stipulated by the Town Manager.

TOWN OF SMITHFIELD
RECREATION SUPERVISOR

FUNCTIONAL JOB DESCRIPTION

Job Title:	Recreation Supervisor
Department:	Town of Smithfield

Brief Description of Job:

General Summary: Under the general supervision of the Recreation Manager, the Recreation Supervisor is responsible for the performance of various duties in maintaining the operation of the summer recreation program. This position involves significant public contact. Hours and days of work vary according to the needs of the program as assigned by the Recreation Manager. **Essential Functions:** Assist the Recreation Manager in the general operation of the summer recreational program. Assumes the duties of the Recreation Supervisor and complete responsibility for the Recreation program in the Manager's absence. Follows procedures established by the Recreation Manager. Safeguards the property of the Town of Smithfield. Schedules and assigns work and trains employees for his/her area of responsibility. Recommends disciplinary action to the Recreation Manager, as required. Manages all facets of the summer recreation program to include but not be limited to: beaches, tennis courts, ball fields, basketball courts, parks, etc. Ensures the summer programs operate in a safe manner. Reports any unsafe conditions to the Recreation Manager for the effective and efficient operation of the recreation program. Interacts positively with the public in a kind and courteous manner.

Personal Protective Equipment: sun screen, sun glasses, protective clothing from the sun such as a hat



Classification:	Sedentary: <input type="checkbox"/>	Light: <input checked="" type="checkbox"/>	Medium: <input type="checkbox"/>	Heavy: <input type="checkbox"/>	Very Heavy: <input type="checkbox"/>
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Classification Key:

*Sedentary - Exerting up to 10 lbs of force occasionally; negligible amount of force frequently to lift, carry, push/pull or otherwise move objects;
Light - Exerting up to 20 lbs of force occasionally and/or 10 pounds of force frequently or negligible amounts of force constantly to move objects;
Medium - Exerting 20lbs-50lbs of force occasionally; 10lbs- 20lbs frequent; and/or greater than negligible up to 10lbs of force constantly to move objects;
Heavy - Exerting 50 to 100lbs of force occasionally; in excess of 50lbs frequently; 10lbs- 20lbs of force constantly to move objects;
Very Heavy - Exerting in excess of 100lbs of force occasionally; and or in excess of 50lbs of force frequently; in excess of 20 lbs of force constantly to move objects*

Driving Requirements:	None: <input type="checkbox"/>	Manual: <input type="checkbox"/>	Automatic: <input checked="" type="checkbox"/> (own vehicle)
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WORK ENVIRONMENT

Floor Surface:	Tiled surface when in recreation office - occasionally		
Inside:	Occasionally	Outside:	Constant level - varying temperatures
Lighting:	N/A		
Vibration:	N/A		

TOWN OF SMITHFIELD
RECREATION SUPERVISOR

PHYSICAL DEMANDS

LIFTING						
Maximum weight lifted: up to 50 pounds occasionally						
WEIGHT	Never	Occ.	Freq.	Constant	Heights	Description of object
0 - 10 lbs		X			Below knee to waist/chest height	Daily supplies
10 - 20 lbs		X			As above	As above
20 - 35 lbs		X			As above	As above
50 lbs		X			Waist to chest	Assist with moving Lifeguard chair; rescue kayak
CARRYING						
Maximum weight carried: up to 50 lbs						
WEIGHT	Never	Occ.	Freq.	Constant	Distances	Description of object
0 - 10 lbs		X			Varying distance on site	Signage
10 - 20 lbs		X			As above	Paper goods, trash bags, cases of soda
20 - 35 lbs		X				
35 - 50 lbs		X				
PUSHING/PULLING						
Maximum push/pull: varying force						
WEIGHT or FORCE	Never	Occ.	Freq.	Constant	Distances	Description of object
0 - 10 lbs		X			Varying distances	
10 - 20 lbs		X			As above	Tables, chairs, signage
20 - 35 lbs		X				
35 - 50 lbs		X			~100 feet	Life guard chair, rescue kayak
ACTIVITY	Never	Occ.	Freq.	Constant	Comments	
Sitting			X			
Standing			X			
Walking		X				
Bending		X				
Twisting		X				
Crawling	X					
Kneeling	X					
Squatting	X					
Climbing	X					
Reaching - Vertical		X				
Reaching - Horizontal		X				
Grasping			X			
Pinching	X					
Manual Dexterity		X				Handing out beach passes/ daily ticket sales
Fine Dexterity		X				Counting money

FREQUENCY KEY: Never (0%), Occasional (0-33% of shift), Frequent (34-66% of shift), Constant (67-100% of shift)