

## Reading Recreation Commission Assistant Recreation Supervisor

The Reading Recreation Commission seeks an Assistant Recreation Supervisor based in Reading, PA. This position reports directly to the Recreation Supervisor. The position is a full-time, non-exempt, hourly and includes a full benefit package.

**GENERAL PURPOSE OF THE JOB:** The Assistant Recreation Supervisor is responsible for assisting with the planning and implementation of all Reading Recreation Commission sports and recreation programs at city and school district facilities. Main job components include assisting with the Schlegel Pool, park programs, sports leagues and programs, and assisting with rentals. This position is professional and functions under the direct supervision of the Recreation Supervisor.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** Regular duties include the following. Other duties may be assigned.

On an ongoing basis:

1. Assists with the planning, organizing, and administering of a comprehensive recreation program for youth and adults to include sports, camps, leagues and special events.
2. Keeps accurate registration records for all areas of responsibility.
3. Prepares budget estimates for areas of responsibility.
4. Assist with scheduling and monitoring of fields and programs.
5. Ensures that all areas, facilities, and equipment are safe and used properly.
6. Inventories and coordinates repairs of all equipment and supplies for programs.
7. Monitors program sites when needed.
8. Assists with schedules and rentals of recreational facilities including handling rental agreements, payments, and assigning of staff to supervise rentals as necessary
9. Prepares promotional materials for new/ongoing programs
10. Attend community gatherings and school functions (including resource fairs) to promote activities
11. Generates a mailing list for the promotion of new/ongoing programs.
12. Assists with evaluation of part-time staff.
13. Work as program leader when necessary
14. Assists with scheduling and arranging youth and adult sports leagues.
15. Become knowledgeable of swimming pool operation under the direction of the Recreation Supervisor.
16. Recruits and trains volunteer coaches.
17. Assists with fundraising projects or special events as needed or directed
18. 40-hour workweek, Monday – Sunday, scheduled as needed, flexible times. Recreation Supervisor must approve overtime.

### Requirements of Work:

- High energy, positive, “can-do” attitude, flexibility, teamwork, and attention to detail; high degree of initiative.
- Able to work flexible hours, evenings and weekends.
- Ability to manage time effectively.
- Knowledge of sports activities with ability to conduct such activities.
- Knowledge of government and school district operations.
- Strong verbal communications skills and demonstrated ability to write clearly and persuasively
- Ability to communicate effectively, both orally and in written form.
- Good computer skills
- Represent the Reading Recreation Commission in a professional manner at all times.
- Current PA driver’s license with clean driving record.
- Ability to lift 50 lbs., bend, stoop, climb, and reach.

### Education:

- Bachelor’s degree in Parks and Recreation, Sports Management, Sports Administration or a related field.
- Minimum of one year of responsible experience in municipal, school, or non-profit recreation programs.

Please note: All positions are subject to successful criminal background and child clearance checks and FBI fingerprinting.

**This position is classified as a Mandated Reporter.** A mandated reporter is a person who, because of his or her profession or position, is legally required to report any suspicion of child abuse or neglect to the relevant authorities. These laws are in place to prevent children from being abused and to end any possible abuse or neglect at the earliest possible stage. Any reports of suspected child abuse, after being reported to authorities, are to be communicated immediately to the Recreation Supervisor. Mandated reporter training (online/free) for this position is required before beginning employment with the Reading Recreation Commission. The Reading Recreation Commission is an E/O/E.