

**TOWN OF COMOX  
CLASS SPECIFICATION**

<b>CLASS TITLE:</b>	<b>RECREATION SUPERVISOR</b>
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**NATURE AND SCOPE OF WORK**

The Recreation Supervisor is responsible for a variety of administrative work in the planning, development, coordinating, administering and evaluating of recreation service activities, including program and facility operations to meet the needs of the community. The work involves promoting interest and participation in programs, liaising with a variety of internal and external contacts, and directing the work of instructors, staff and volunteers. The Recreation Supervisor will be responsible for overseeing Comox Community Centre facility scheduling.

**REPORTING RELATIONSHIPS**

This position reports to the Recreation Director

Positions that report directly to the Recreation Supervisor are:

- Recreation Programmer(s)
- Childcare Workers - Seasonal
- Fitness Studio Attendant

**TYPICAL DUTIES AND RESPONSIBILITIES**

- Develops, oversees and evaluates a variety of program services to meet community needs.
- Responsible for developing and administering department program budgets, contracts and minor capital projects and assisting in developing annual and long-term operational and capital budgets.
- Oversees the Comox Community Centre facility bookings.
- Manages staff including recruiting, hiring, supervising, developing, scheduling, mentoring, disciplining, evaluation and ensuring the quantity and quality of work meets established standards.
- Develops and implements marketing and promotion strategies for all recreation department services.
- Supports and promotes exceptional customer service.
- Assists in developing, implementing and evaluating short and long-term plans for the delivery of recreation department services.
- Develops and implements recreation department policies and procedures.
- Develops and promotes community support and involvement in recreational services and programs.

- Purchases equipment as provided for in the budget, maintains equipment inventory, and ensures ongoing maintenance of equipment.
- Ensures the safety and security of staff, public and facilities by following appropriate workplace safety and general risk management regulations, policies and procedures. Directs the implementation of emergency procedures as appropriate.
- Attends administrative, staff and public meetings and makes presentations as required.
- Prepares reports, memos, emails and other correspondence to a wide range of internal and external customers. Maintains and updates a variety of statistical data pertaining to areas of responsibility.
- Assumes the duties of the Recreation Director in his/her absence.
- Performs back-up functions and other related duties as assigned or required from time to time.

### **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

- Completion of a degree or diploma from a recognized institution in recreation or related discipline and 3 to 5 years experience or a combination of education, training and experience.
- Valid Class 5 driver's license.
- First Aid Level 1 with CPR and AED preferred.
- Knowledge of the broad recreational needs, interests and resources of the area served and the principles, practices and objectives of community recreation services.
- A working knowledge of MS Office operating systems. Recreational software experience an asset.
- Experience in staff supervision, management and evaluation.
- Knowledge of marketing strategies and techniques.
- Strong interpersonal, communication, presentation, public relations, negotiation, problem solving, decision making, leadership and general management skills.
- Ability to comprehend detailed instructions, orally and in writing, and implement municipal policies and procedures.
- Ability to establish and maintain effective relationships with a variety of groups, businesses and customers.
- High level of sound and independent judgement and reasoning.
- Able to deal with people in a sensitive, tactful, diplomatic and professional manner at all times.
- Ability to complete accurate records and reports.
- Ability to work well as a member of a team and independently.
- Ability to successfully pass a Criminal Record check.
- Good sense of humour.