

**CITY OF ALVA
JOB DESCRIPTION**

TITLE:	Assistant ARC Supervisor
DEPARTMENT:	Alva Recreation Complex
REPORTS TO:	ARC Supervisor
FLSA STATUS:	Non-Exempt
GRADE:	6
SALARY:	\$26,788.12 – \$37,081.09

NATURE OF WORK

Under the general supervision of the ARC Supervisor, assists with professional duties consisting of, but not limited to planning, developing, coordinating implementing, and supervising staff and works, along with development and implementation of programs offered at the Alva Recreation Park Complex.

ESSENTIAL JOB FUNCTIONS

1. Assists Supervisor in planning, organizing, developing, scheduling, enforcing rules, evaluating recreation, fitness, special events, facility rentals and assist with overseeing day to day operations of the facility.
2. Responsible for assisting the Supervisor in the hiring, training, supervising, scheduling and evaluating part-time and seasonal personnel and volunteers; assigns work schedules. Trains staff on cash handling policies and balancing tills.
3. Schedules the Center Facilities and supervises conditions of the facilities such as set-ups and breakdowns of facility equipment and resources, after hour rentals, gym rentals, event planning of the facility. Assists with security for the building and grounds, makes safety checks, and ensures safety of patrons.
4. Along with the Supervisor the assistant will attend a variety of training seminars, staff meetings, community and recreation meetings as needed. Coordinates with various community agencies and other city departments to provide opportunities which reduce juvenile crime through the use of youth programs and community involvement programs.
5. Maintains inventory of supplies and equipment; distributes supplies and equipment, assists with ordering supplies and equipment for the Center and its programs.
6. Assists Supervisor with preparing and administering individual program budgets as appropriate; monitors expenditures and payroll in accordance with established procedures.
7. Provides support with program registration, answers telephone, maintains correspondence with other divisions or agencies, administer rentals of the facility, assists with all financial transactions including deposits, cash drawer set-ups, balances daily money intakes, etc.
8. Responsible for implementation and maintenance of recreation management software, maintains website page, coordinates upgrades of the system, text messaging through the system, programs all phases of membership modules for the Center and recreation programs.
9. Performs duties as an Assistant Recreation Coordinator, including the planning, directing, and supervision of recreation programs at the Complex.
10. Assists with the marketing and promotions of the facility and programs including preparing and distributing flyers, press releases, and brochures. Maintains web pages, newsletters,

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informational materials and creates other publications for the Alva Recreation Complex.
11. Performs related duties as required.

EDUCATION, TRAINING, AND EXPERIENCE REQUIRED

High School diploma with 3 years' experience working at a Recreation Complex.

SUPERVISORY RESPONSIBILITY

None

SPECIAL CERTIFICATES, REGISTRATIONS, LICENSES REQUIRED

Must possess a valid Oklahoma Driver's License;

Must be able to obtain first aid and CPR Certification within six (6) months of employment.

Must be able to obtain certifications as needed for position.

KNOWLEDGE, SKILLS AND ABILITIES

- Ability to understand and follow oral and written instruction
- Sufficient experience with sports: softball, baseball, football, soccer, basketball
- Responsible for the general duties of office procedure, answering phones, taking messages, working with the public and other customary duties.
- Ability to deal with difficult people in a highly emotional state effectively and calmly.
- Knowledge of word processing, desktop publishing, spreadsheets, and other recreation related computer software such as recreation management software, program key-boards, receipt printers, and program cash register keys.
- Considerable knowledge of developing programs and administering programs within a community recreation center.
- Ability to run the Recreation Center in Director's absence.
- Ability to prepare and administer budget, maintain records and prepare reports, and prepare training manuals for staff.
- Ability to work evenings, night shifts, split shifts, week-ends, and some holidays.
- Ability to establish and maintain effective working relationships with co-workers, the public, news media and other departments and agencies; ability to follow written and oral instructions; ability to communicate effectively, verbally and in writing; ability to direct the work of others.

PHYSICAL/MENTAL REQUIREMENTS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to walk, stand, sit, and talk or hear. The employee is occasionally required to use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to

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climb or balance; stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/or move up to 50 pounds.

ENVIRONMENTAL CONDITIONS AND SAFETY CONCERNS

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works near moving mechanical parts. The employee may be occasionally exposed to wet and dry conditions.

The noise level in the work environment is usually quiet while in the office, or moderate to loud when in the facility.

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