

City of Spring Lake Park
Job Description

Job Title: Recreation Program Supervisor

Department: Director of Parks and Recreation

Salary: \$34.02 - \$41.82/hr.

Status: Full-time

Application Deadline: Friday, February 7, 2025 – 4:00 pm

Submit city application, supplemental questionnaire and resume to recinfo@slpmn.org

or mail to: 1301 81st Ave NE, Spring Lake Park, MN 55432

Posting Date: Tuesday, January 14, 2025

General Definition of Work

The Parks & Recreation Supervisor is responsible for developing, implementing, and evaluating a comprehensive recreation program that includes activities, classes, special events, and both day trips and extended trips for adults and seniors. This role involves creating meaningful recreation experiences for the community and requires strong leadership, organizational, and public relations skills. Work is performed under the supervision of the Parks & Recreation Director.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

Essential Functions

Recreation Programming

- Plan, implement and evaluate recreation activities, classes and special events for all ages, including youth, adults, families and seniors.
- Develop and coordinate community events, including festivals, parades, and concerts (e.g., Tower Days, Earth Day events).
- Research new program areas and hire instructors to lead classes and seminars.
- Manage marketing and public relations materials to promote recreation programs and services, including creating and publishing flyers, newsletters, brochures, and website content.
- Visit programs regularly to evaluate success and address issues as they arise.
- Monitor and organize social clubs and activities such as walking groups, card clubs and bingo.
- Maintain accurate program records and assist in preparing quarterly and annual reports that include participation rates, financial overview and current trends.
- Process program registration in person, over the phone and through online systems.

Tour Programming

- Plan, implement, evaluate and lead adult day trips and extended trips.
- Develop detailed itineraries, including transportation schedules, accommodations, sightseeing tours and meal arrangements.
- Ensure a positive travel experience by address participant needs and solving problems promptly.

Public Relations and Marketing

- Create and distribute promotional materials, including program flyers, newsletters, brochures and website content.
- Utilize various marketing channels, such as social media, local media outlets and target marketing and promotion programs.
- Respond to public inquires and handle citizen complaints in a professional and courteous manner.
- Maintain effective working relationships with participants, staff and the general public.
- Assist in clerical duties as needed to support recreation programs.
- Keep the Director updated of key developments and program outcomes, prepare reports and documents as requested.

Knowledge, Skills and Abilities

Thorough knowledge recreation programming, principles and practices. Strong leadership and organizational skills, with the ability to manage multiple priorities and meet deadlines. Ability to work independently and establish positive working relationships with participants, staff and community partners. Ability to communicate ideas effectively both orally and in writing, ability to plan and supervise the work of others. Proficiency in Microsoft Word, Publisher, Outlook, PowerPoint, Excel and Google Workspace.

Minimum Qualifications

- Bachelor's degree in Recreation, Parks and Leisure Services, Tourism Management or related field.
- At least 2 years of experience in recreation programming & activities or related field.
- Previous supervisory experience
- Ability to provide a level of customer service that meets/exceeds customer expectation and satisfaction.
- Ability to professionally exhibit cultural sensitivity, patience, and understanding in the course of work duties.
- Valid driver's license in the State of Minnesota
- CPR & First Aid Certifications upon hire.

Preferred Qualifications

- Experience in event planning and group travel planning.
- Experience in marketing.
- Experience in recreation online registration systems.

Work Environment

Work is generally performed in an indoor office environment, but may require working outdoors in varying weather conditions and community events. Lifting and carrying requirements up to 50 pounds intermittently. Extended travel for tours and trips is a key aspect of this role, and the supervisor may be required to be away from home for periods of 3 to 14 days facilitate multi-day trips. Work hours may vary depending on programs, tour itinerary and activities, including evenings and weekends.

City Expectations

We are a service organization. We take pride in what we do. We cultivate a supportive, encouraging and productive culture with a strong customer focus. We promote wellness and plan work/life balance into our goals. We value differences and foster inclusion. We achieve success by exhibiting our core values: collaboration, innovation, integrity, performance and relationships.

City of Spring Lake Park Hiring Process

The City of Spring Lake Park conducts a Criminal history pre-hiring check for this position.

All final candidates must successfully complete and pass the City's evaluation of the pre-hiring process before their first day of employment with the City.