CITY OF SALINA
POSITION DESCRIPTION

CLASS TITLE: Recreation Supervisor GR: 106 FLSA: Exempt DATE: 11/02/2026
DEPARTMENT: Parks & Recreation DIVISION: Recreation
REPORTS TO: Recreation Superintendent APPROVED: _____ JOB CODE: 4004

* *

GENERAL DESCRIPTION:
Under general supervision, supervises year-round recreation programs and facilities specializing in aquatics and Kenwood Cove aquatic facility along with special events. Other recreation programs may include athletics, seniors, therapeutic recreation, natural resources and/or other activities of a municipal recreation program for persons of all ages in the community. Work varies, requiring interpretative judgment within prescribed standards and procedures.

TYPICAL DUTIES:
- Plans, organizes, coordinates, promotes, markets, and supervises year-round aquatic and special event activities for youth and adults. Additional activities may include instructional programs, athletics, camps, clinics and other leisure programs; may instruct classes and lead activities as needed.
- Schedules use of, sets up, and/or monitors meeting rooms and facilities for programs, workshops and related activities; coordinates maintenance and upkeep of equipment and facilities.
- Participates in recruitment, hiring, and performance evaluations of part-time and seasonal personnel; plans, coordinates and supervises activities of lifeguards, instructors, leaders, staff and volunteers; evaluates program effectiveness; keeps accurate records of operations.
- Plans and conducts registration for recreation activities; supervises collection of fees and charges for activities.
- Assists the Recreation Superintendent in budget preparation and reviews program expenditures.
- Assists the Recreation Superintendent in Fieldhouse and/or other facility operations.
- Explains and enforces department policies; attends and monitors activities as required.
- Conducts public relations programs to encourage community involvement; serves as liaison with participant groups and organizations.
- Must be able to work varied hours, including evenings and weekends as needed, for successful program oversight.
- Performs special projects as requested and other duties as assigned.

SUPERVISION - RESPONSIBILITY FOR WORK OF OTHERS:
Supervises a group of workers including full-time, part-time and seasonal in various program areas. May supervise volunteers as needed.

MINIMUM EDUCATION, TRAINING, AND EXPERIENCE REQUIREMENTS:
Any combination of education and experience equivalent to the following:
- Bachelor's degree in recreation administration or a related field.
- Certified Parks and Recreation Professional (CPRP), Aquatic Facility Operator (AFO) or related certification preferred, or ability to obtain certification within one (1) year from the start date of employment.
- Three (3) years of programming experience organizing and coordinating recreation programs required.
- One (1) year of administrative and/or lead supervisory experience preferred.
- Must possess a valid Kansas driver's license.

RESIDENCY REQUIREMENTS: None.

ESSENTIAL JOB FUNCTIONS:
Establish and maintain effective working relationships with fellow employees, officials, and the public. (Daily)

ESSENTIAL JOB FUNCTIONS (CONTINUED):
Possess a thorough knowledge of principles, objectives, practices and procedures to effectively analyze and determine recreation needs and develop responsible programs. (Daily)
Effectively and efficiently plan, organize, schedule and coordinate recreation programs. (Daily)
Effectively review and evaluate program performance. (Daily)
Ability to promote and maintain public interest in leisure programs. (Daily)

PHYSICAL DEMANDS OF ESSENTIAL JOB FUNCTIONS:
Work Type: Light, exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects.
Climbing/Balancing: Minimal, ability to sit and stand.
Walking: Moderate amount required.
Stooping/Bending: Frequently.
Stand/Sit: Sit about 50 percent of the time.
Reaching: Moderate, overhead as well as horizontal.
Vision: Adequate to perform essential job functions.
Color Vision: Adequate to perform essential job functions.
Hearing: Adequate to perform essential job functions.
Speech: Frequently express ideas and be understood.
Eye/Hand/Foot Coordination: Occasionally operates equipment requiring moderate ability.
Manual Dexterity: Occasionally operates equipment requiring moderate ability.

ESSENTIAL JOB FUNCTION EXPOSURES:
Inside/Outside: Work inside and outside.
Cold/Heat: Adverse conditions possible.
Wet/Dry: Adverse conditions possible.
Noise/Vibrations: Minimal exposure to equipment noise.
Hazards: Moderate exposure to equipment.
Fumes/Dust/Odors: Minimal exposure.
Infectious Diseases: low exposure.

MENTAL REQUIREMENTS OF ESSENTIAL JOB FUNCTIONS:
Ability to communicate effectively, both orally and in writing.
Ability to read and comprehend written material.
Ability to maintain accurate records.
Ability to listen to and apply information and instructions.
Ability to understand mathematical concepts to include basic arithmetic.
Ability to work under stressful conditions and meet deadlines.

MACHINES, TOOLS, EQUIPMENT AND WORK AIDS USED:
Calculator, computer, fax machine, printer, recreation equipment, scanner, telephone, two-way radio, and vehicle.

REMARKS:
The above position description is intended to describe the duties of an employee in general terms and does not necessarily describe all his/her duties.