



The City Beautiful

City of Coral Gables Job Description

Job Title:	Youth Center Assistant Supervisor	Prepared Date:	11/10
Department:	Parks and Recreation	Prepared By:	Eduardo Rodriguez
Classification:	6011	Approved By:	Elsa I. Jaramillo-Velez
Pay grade:	19E	Approved By:	Fred Couceyro
FLSA:	Exempt	Approved By:	Patrick G. Salerno



Summary

Assists the Youth Center Supervisor in the selection, planning, implementation and supervision of comprehensive recreation programs that meet the needs of the community in one or more of the following areas: tennis, aquatics, cultural arts, center-based physical activities and special interest activities for customers engaged in recreation programs and co-sponsored programs. Assists in the supervision of staff and the development of programs. Exercises considerable initiative and independent judgment under the general supervision of the Youth Center Supervisor.

Essential Duties and Responsibilities

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification.

Assists in the supervision of daily activities at the Youth Center. Plans, organizes, schedules, administers and supervises recreation programs to include classes, seminars, camps, and special events. Assists in the development and revision of programs.

Supervises, trains, evaluates and disciplines full-time and part-time Youth Center employees. Conducts employment interviews and makes hiring recommendations.

Verifies and approves Youth Center financial transactions.

Assists in the creation and promotion of print material and advertising for distribution at local schools, businesses, and community organizations. Gives oral presentations.

Responds to public inquiries and concerns regarding recreation programs. Explains program rules and regulations. Troubleshoots and resolves problems. Meets with parent groups and recreational organizations.

Assists in the development and enforcement of policies and procedures. Assists in the preparation of procedural manuals for employees and Youth Center members.

Performs various administrative duties. Prepares reports and maintains records. Assists in budget preparation. Makes purchasing recommendations. Orders supplies and equipment for recreation programs.

Assists in the inspection and preventative maintenance of Youth Center facilities and equipment to ensure safe operations and maintain inventory.

Performs other related tasks as required.

Knowledge, Skills, and Abilities

Knowledge of department policies and procedures, City rules and regulations, recreation and leisure services management, Youth Center operations and financial transactions, recreation program practices including techniques and rules and regulations to include instructional classes, games, dance and music activities, and arts and crafts, recreational needs and interests of all age groups and special populations, supervisory practices, use and maintenance requirements of recreation equipment and the Youth Center facility, budgeting practices, safety precautions and first aid procedures; Ability to administer and supervise various recreation programs and special events, develop, plan and organize recreation programs, supervise employees of all levels, communicate professionally with all age groups and special populations, make oral presentations, prepare promotional and instructive materials, enforce rules and safety precautions, administer first aid, maintain records and activity reports, and resolve problems. Good organizational, verbal and written communication skills are a must. Ability to supervise the work of others in a manner conducive to full performance and high morale. Ability to establish and maintain effective working relationships with subordinates, co-workers, officials, and the general public.

Physical Requirements

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of telephone and personal contact as normally defined by the ability to see, read, talk, sit, stand, hear, hands to fingers dexterity, handle, feel or operate objects, read and write English. Physical capability to effectively use and operate various items of office equipment; such as but not limited to a personal computer, calculator, copies and fax machines.

Work is performed both indoors, in a quiet to moderately noisy environment, and outdoors where exposure to extreme temperatures and noise are common. Must be able to lift, carry and or push articles weighing up to 50 lbs.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.

Minimum Education and Experience

Bachelor's degree in Recreation, Leisure Service, and Education, Physical Education or related field is required.

Three (3) years experience managing and supervising recreation programs and facilities.

CPRP (Certified Parks and Recreation Professional) is preferred.

Must have, or obtain, CPR/First Aid/Defibulator AED certification within three months of being hired.

Valid Florida drivers' license.