

LAKES PROGRAM SUPERVISOR - 472

DEFINITION OF WORK

Under regular supervision, performs responsible program planning, organizing and supervising of the activities and facilities of the City operated lake locations; does related work as required.

EXAMPLES OF WORK

Plans, schedules and supervises the work of full-time and part-time employees assigned to lake facilities; organizes and/or schedules activities and programs associated with the use of facilities; assists in the development of public relation/marketing programs to promote lake activities and facilities; leads and/or coordinates the development of lake activities, nature walks, facility use, etc.; trains subordinate staff and volunteers; works closely with concerned groups, the public and City staff to analyze area needs and recommends activities or programs to support identified needs; supervises the maintenance of lake facilities and equipment; enforces rules and regulations; prepares periodic usage and financial reports.

EMPLOYMENT STANDARDS

Education and Experience: Any combination of education and experience equivalent to a bachelor's degree in recreation, natural science or a related field and experience in recreation facility usage, park management or the conservation of natural science and/or resources.

Knowledge, Skills and Abilities: Knowledge of acceptable practices of organizing and implementing recreation activities and programs; knowledge of laws, rules and regulations governing the use of lake and recreational facilities; ability to assess community recreational requirements and plan activities to meet identified goals; ability to lead or supervise the instruction or concerned groups or the public about lake activities, facilities and environment; ability to supervise, plan and direct a varied recreational program; ability to develop and maintain effective relationships with the public and city organizations; ability to keep accurate records and prepare reports.

