

**CITY OF GREENBELT, MD
CLASS SPECIFICATION**

CLASS TITLE: Community Center Supervisor
DEPARTMENT: Recreation
REPORTS TO: Assistant Director- Recreation Facilities & Operations

SALARY GRADE: 14
FLSA STATUS: E
DATE: 11/2022

JOB SUMMARY AND DISTINGUISHING FEATURES OF THE WORK:

Responsible for the planning, coordination and overall organization and operation of the Greenbelt Community Center. Work is performed under the general direction of the Assistant Director. Supervision is exercised over subordinate personnel.

ESSENTIAL JOB FUNCTIONS:

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.

Carries out supervisory/managerial responsibility in accordance with policies, procedures and applicable laws, including: interviewing, hiring and training staff; planning, assigning and directing work; establishing deadlines; appraising performance; rewarding and disciplining employees; coordinating, developing and approving staff training; approving leave requests; and addressing complaints and resolving problems.

Serves as a community liaison and customer service representative to citizens and guests of the facility. Greets visitors to the Community Center, explains rules, activity registrations and operations and enforces rules and regulations, handles complaints and inquiries.

Responsible for facility maintenance, building supervision and record keeping for the Community Center, including reviewing reservations and monitoring money received, reporting of safety hazards, and diagnosing problems.

Interacts with a variety of high-level individuals, both internally and within the community, to provide information, disseminate departmental information and assist in resolving administrative issues.

Purchases and maintains inventory of necessary supplies and equipment including researching prices and vendors, and purchasing, distributing, stocking and maintaining supplies.

Prepares complex, routine and non-routine reports; receives, sorts, and summarizes material for the preparation of reports; prepares work reports.

Prepares budget and cost estimates relative to the operation of the community center.

Review and analyze facility operations including effectiveness in patron services and use, and cost-revenue data. Direct and supervise the collection of all fees, preparation of daily records of receipts and deposits in accordance with City policy.

Investigate public complaints regarding the operation of the facilities and their programs.

Provides assistance for programs and camps taking place in the facility including setting up rooms, providing information to participants, and assisting with training of counselors.

IMPORTANT JOB FUNCTIONS:

Performs other related duties as assigned.

MATERIAL AND EQUIPMENT USED:

Various Small Hand Tools
General Office Equipment
Baker Tilly's SAFE® System

Athletic Equipment

Computer

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

Bachelor's degree from an accredited four-year college or university in Recreation and Parks, or a related field; and,

Moderate progressively responsible experience; or,

Any combination of education, training and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job.

Licenses and Certifications:

Certified Park and Recreation Professional (CPRP) preferred.

Prince George's County Food Service Manager License

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

Knowledge of recreation theory, administration and programs

The community center programming administered by the City.

The methods, techniques and equipment involved in organizing, conducting, operating and supervising the city's community center programs and services.

The philosophy and objectives of municipal recreation.

Principles and practices of basic accounting.

The basic repair and maintenance of equipment used.

All computer applications and hardware related to performance of the essential functions of the job.

Department organization, standard operating guidelines and policies, rules, and regulations.

Skill in:

Budget development and management.

Recruitment, training and supervision of professional staff.

Preparing clear and concise reports, correspondence and other written materials.

Communicating orally and in writing with internal staff, the general public, and other departmental staff in order to give and receive information in a courteous manner.

Operating and maintaining all assigned equipment required to perform the essential functions of the job.

Mental and Physical Abilities:

Ability to perform research and develop recommendations on facility use, equipment and management/operations.

Ability to organize activity and to plan programs.

Ability to lead and supervise.

Ability to work with groups of all ages.

Ability to work independently.

Baker Tilly's SAFE® System

Ability to establish and maintain effective working relationships with a variety of people.

While performing the essential functions of this job the employee is frequently required to stand; walk; sit; use hands to finger, handle, feel or keyboard; speak and hear; use color, texture, sound, shape and odor perception; lift and/or move up to 50 pounds.

This classification involves occasional physical agility requirements such as: climbing, stooping, kneeling, crouching, crawling, reaching, pushing, pulling, repetitive motions and manual dexterity. Sensory requirements include standard vision requirements; vocal communication is required for conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to receive detailed information through oral communication and/or to make fine distinctions in sound. This is medium work requiring the exertion of up to 10 pounds of force frequently.

Working Conditions:

Work is performed in a normal office environment with little exposure to outdoor temperatures or dirt and dust.

The incumbent's working conditions are typically moderately quiet.

NOTE: This class specification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.