



CITY OF HOUSTON
invites applications for the position of:

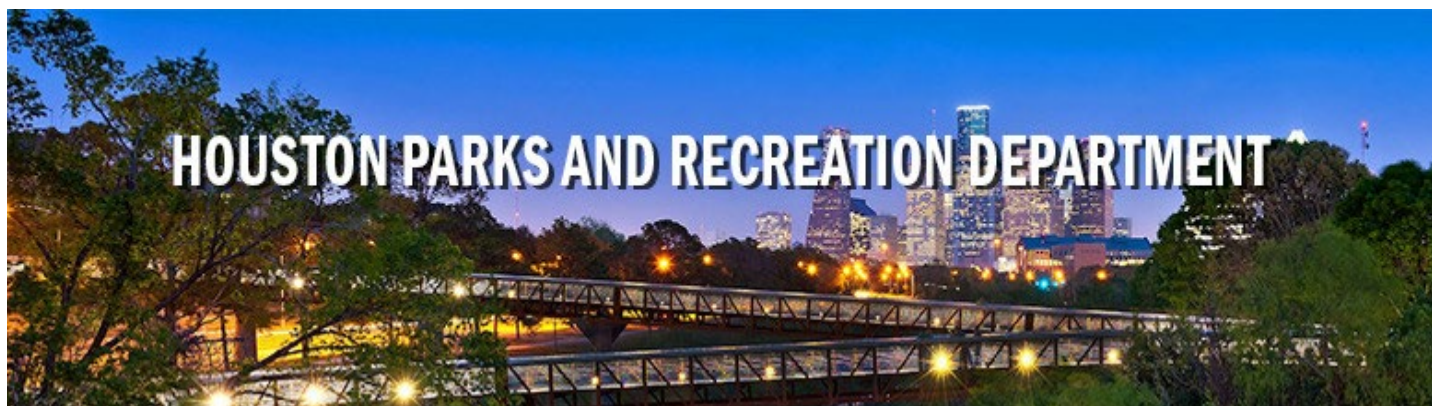
RECREATION SUPERVISOR (CC)

SALARY: \$18.68 - \$20.77 Hourly

OPENING DATE: 09/29/22

CLOSING DATE: 10/17/22 11:59 PM

POSITION OVERVIEW:



APPLICATIONS ACCEPTED FROM: ALL PERSONS INTERESTED

DIVISION: RECREATION & WELLNESS/COMMUNITY CENTERS

WORKDAYS & HOURS: VARIOUS*

*Subject to change

DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS

The Houston Parks and Recreation Department is dedicated to building a sustainable community and enhancing the quality of urban life by providing safe well-maintained parks and offering affordable programming for our community. To achieve this mission, HPARD is seeking a **Recreation Supervisor** to join its **Recreation & Wellness Team**. The potential candidate will play a key role in the following duties:

- Plans, develops, coordinates, implements and evaluates core recreation services and programs at recreation facility centers for youth, teens, adults and senior populations.
- Provide quality recreation programs that meet the needs of the public as well as the long- and short-term goals of the department.
- Ensure that all youth recreation programs adhere to the Standards of Care Ordinance.
- Interface with the public providing guidance and interpretation concerning program information, answering phones and responding to telephone inquiries.
- Submit and maintain accurate and timely reports using various software programs.
- Properly orient new employees by providing thorough job instruction/training.
- In-service training to current employees.
- Monitor and oversee the After-School and Summer Enrichment Programs for youth ages 6-13 and comply with our Standards of Care Guidelines.
- Supervise and train staff on office procedures such as logbooks, schedules, contracting and scheduling volunteers, contract officials, and league play.
- Supervise and monitor core programs and special events.
- Attend in-house training, retreats and workshops.
- Coach and train staff on Facility and Program procedures while maximizing productivity, safety and customer service.
- Assist the public with planning events and securing permits.

- Respond to inquiries for reservations, rentals/waivers, online registration and timekeeping.
- Monitor and oversee the After-School Enrichment Programs and sporting events for youth ages 6-18 and comply with our Standards of Care Guidelines.
- Assist with in-house events as well as outside events.
- Assist in the production of program manuals for recreation services.
- Assist with special projects as assigned.
- Ensure city resources, facilities and inventory are properly used, stored, cleaned and issues reported.
- Must be willing to work evenings, weekends and holidays as needed.
- Perform other duties as assigned.

WORKING CONDITIONS

This position routinely requires lifting of moderately heavy item, such as typewriter or records boxes (up to 40 pounds) and/or very long periods of walking on rough surfaces on a routine basis.

MINIMUM REQUIREMENTS:

EDUCATIONAL REQUIREMENTS

An Associate's degree in physical education, art or a related field is required.

EXPERIENCE REQUIREMENTS

Two years of experience in recreation or education are required.

Full-time recreation or educational experience may be substituted for the above education requirement on a year-to-year basis.

LICENSE REQUIREMENTS

Requires a valid driver's license and compliance with the City of Houston's policy on driving (AP 2-2).

PREFERENCES:

Preference shall be given to applicants with the following skills and experience:

- Bilingual (Spanish) applicants.
- Specialized skills in outdoor environmental education, STEM education, and Cultural Arts.
- Experience developing and leading recreation programs for youth, teens and senior populations.
- Knowledge of emergency procedures, First Aid and CPR.

*****Preference shall be given to eligible veteran applicants provided such persons possess the qualifications necessary for competent discharge of the duties involved in the position applied for, such persons are among the most qualified candidates for the position, and all other factors in accordance with Executive Order 1-6.*****

GENERAL INFORMATION:

SELECTION/SKILLS TESTS REQUIRED

The selection process will involve application review and/or interview.

SAFETY IMPACT POSITION YES

If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

SALARY INFORMATION

Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The salary range is:

Pay Grade 16

APPLICATION PROCEDURES

Only online applications will be accepted for this City of Houston job and must be received by the Human Resources Department during posting opening and closing dates shown.

Applications must be submitted online at: www.houstontx.gov.

To view your detailed application status, please log-in to your online profile by visiting: <http://agency.governmentjobs.com/houston/default.cfm> or call 832-395-7108.

If you need special services or accommodations, call (832.395.7108). (TTY 7-1-1).

If you need login assistance or technical support call 855-524-5627.

Due to the high volume of applications received, the Hiring Department will contact you directly, should you be selected to advance in our recruitment process.

All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.

EOE Equal Opportunity Employer

The City of Houston is committed to recruiting and retaining a diverse workforce and providing a work environment that is free from discrimination and harassment based upon any legally protected status or protected characteristic, including but not limited to an individual's sex, race, color, ethnicity, national origin, age, religion, disability, sexual orientation, genetic information, veteran status, gender identity, or pregnancy.

APPLICATIONS	MAY	BE	FILED	ONLINE	AT:	Position #29613
http://www.houstontx.gov						RECREATION SUPERVISOR (CC)
ONLINE		SUBMISSIONS		REQUIRED		GM
Houston,		TX		77002		

careers@houstontx.gov

RECREATION SUPERVISOR (CC) Supplemental Questionnaire

- * 1. Are you a veteran who served on active duty in the Armed Forces (United States Army, Navy, Air Force, Marine Corps, or Coast Guard) for more than 90 consecutive days and received either an honorable discharge or a general discharge under honorable conditions?
 - ☐ Yes
 - ☐ No
- * 2. What is the highest level of education you have obtained?
 - ☐ 12th Grade or Less
 - ☐ High School diploma/GED
 - ☐ Associate's degree
 - ☐ Bachelor's degree
 - ☐ Master's or beyond
- * 3. What was the major course of study for your educational degree?
 - ☐ Art
 - ☐ Physical Education
 - ☐ Other related fields
 - ☐ No Degree
- * 4. Do you have a valid/current driver's license?

☐ Yes

☐ No

* 5. How many years of experience do you have in the recreation or education field?

☐ Less than 2 years

☐ 2 to less than 4 years

☐ 4 to less than 6 years

☐ 6 years or more

☐ None of the above

* 6. Please indicate experience that apply and can be verified: (Check all that apply)

☐ Logbooks

☐ Schedule development

☐ Manage League play

☐ Public Interface

☐ Answering telephones

☐ Planning events

☐ Permit Acquiring

☐ None of the above

* 7. Are you willing and able to work the following? (Check all that apply)

☐ Weekends

☐ Holidays

☐ Weekdays

☐ None of the above

* 8. Are you bilingual?

☐ Yes

☐ No

* 9. If you answered "Yes" to the previous question, please indicate the language you can read, speak and write.

☐ Spanish

☐ Other

☐ I do not speak another language

* 10. I have verifiable experience and/or knowledge in the following areas. (Please check all that apply).

☐ Outdoor Environmental Education

☐ STEM Education

☐ Cultural Arts

☐ Developing and leading recreation programs for youth, teens and senior populations.

☐ Knowledge of emergency procedures, First Aid and CPR.

☐ None of the above

* Required Question