

**City of Fort Worth, Texas
Job Description**

Classification Title	Site Supervisor		
Job Code:	PT5370	Job Family:	Part-time
Pay Grade	n/a	Date Created:	2/3/2017
FLSA Status	Non-Exempt	Date Revised:	

GENERAL SUMMARY

Supervises staff and children in the Mobile Recreation Summer Day Camp and After School Programs located in designated City of Fort Worth community centers and schools in the Fort Worth Independent School District. Provides recreation and educational programs and activities; promotes, coordinates, implements and evaluates outside activities and events; plans and supervises arts and crafts, games, youth athletics, field trips and other recreational events.

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.

1. Supervises, guides, trains, evaluates and directs team of Recreation Assistants.
2. Develops and implements weekly lesson plans meeting and promoting educational, cultural, and recreational needs.
3. Coordinates indoor and outdoor activities.
4. Plans and implements arts and crafts activities.
5. Maintains cleanliness and organization in the facilities.
6. Issues and collects recreation equipment and games.
7. Maintains discipline of campers and applies departmental policy consistently.
8. Maintains a high level of safety indoors and outdoors.
9. Gives primary attention to the children.
10. Assists with lunch and snack distribution, serving and clean up, following Child Nutrition Program guidelines.
11. Supervises field trips, assists with swimming trips in which Mobile Recreation Staff is required to get in the water.
12. Submits and inputs daily attendance into computer systems, incident reports, disciplinary action forms, parents and camper surveys, schedules, etc.
13. Assists regular staff as needed.
14. Performs other related duties as required.
15. Adheres to assigned work schedule as outlined in the Department and City attendance policies and procedures; ensures all behaviors comply with the City's Personnel Rules and Regulations.

KNOWLEDGE, SKILLS & ABILITIES

- **Knowledge of:**
 - Principles and practices of supervision, training and evaluation.
 - Microsoft Word, Excel, Publisher and PowerPoint computer skills.
 - Implementation of programs.
 - Principles and practices of recordkeeping.
 - City goals, objectives and mission.
- **Skill in:**
 - Customer service.
 - Public speaking.
 - Delivering presentations.
 - Computers and applicable software.
 - Organization and time management.
 - Interpersonal relations.
- **Ability to:**
 - Communicate clearly and effectively, both orally and in writing.
 - Coordinate special events and activities.
 - Interpret and explain policies and procedures.
 - Interpret laws and compliance regulations.
 - Identify problems and make recommendations for improvements.
 - Establish and maintain effective working relationships.

MINIMUM JOB REQUIREMENTS

High School Diploma or GED and four (4) years' experience leading children's activities for youth ages 5 – 13 in a recreational and educational environment and a minimum of six (6) months supervisory experience is required.

OTHER REQUIREMENTS

Valid Driver's license is required.

Possession of or ability to obtain a CPR, First Aid, and AED certification during the first 30 days of employment.

WORKING CONDITIONS

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Depending on assignment, positions in this class typically require touching, talking, hearing, seeing, grasping, standing, stooping, kneeling, crouching, reaching, walking, repetitive motions, climbing, balancing, pushing, pulling and lifting.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Medium work – Depending on assignment, positions in this class typically exert up to 50 pounds of force occasionally, up to 20 pounds of force frequently, and/or up to 20 pounds of force constantly having to move objects.