



Lake Mills Area  
SCHOOL DISTRICT

## POSITION DESCRIPTION

# Recreation Supervisor

Lake Mills Area School District  
120 E. Lake Park Place  
Lake Mills, WI 53551  
920.648.2215

Pamela A. Streich, District Administrator  
*Preparing All of Today's Students for Tomorrow's Opportunities*

**AREA:** Recreation Department

**REPORTS TO:** Recreation Director

**JOB CLASSIFICATION:**  Exempt  Non-exempt  
 Full-time  Part-time  
 School Yr  12-month

### GENERAL FUNCTION:

The Recreation Supervisor oversees the planning, implementation, supervision, instruction and administration of community-wide recreational activities under the direction of the Recreation Director. Some of the programs which the Recreation Supervisor are responsible for include sports programs, enrichment programs, trips, adult programs, and special events.

### POSITION REQUIREMENTS/SKILLS:

1. **Degree:** Associate's or Bachelor's Degree in Recreation, Sports Management, Physical Education or a related field.
2. **Certifications:** Certified as a Park and Recreation Professional (CPRP) preferred and certified in First Aid/CPR/AED or have the ability to obtain certifications within a reasonable timeframe.
3. **Experience:** Two to three years of recreation related work experience preferred.
4. **Background Knowledge:** Knowledge of athletic and recreational activities preferred. Must be prepared to work with children of various ages, adults, and older adults.
5. **Disposition:** High level of enthusiasm for the position and working with the public as well as willingness to pursue training as requested by the District.
6. **Disposition:** Ability to work well with supervisor, administrators, staff, students, and the community, i.e., skills and abilities in leadership, interpersonal relationships, communication, and organization.
7. **Technology skills:** Skills to enable completion of reports, monitoring systems, and software related to maintenance and inventory using Microsoft, Google, and other department specific software.
8. **Transportation:** Valid driver's license and personal transportation.
9. **Availability:** Ability to work up to 45 hours a week, including nights and weekends. Hours are flexible depending on the athletic seasons and work week can be shifted to accommodate for any hours above 40/week.

**ESSENTIAL FUNCTIONS:**

1. To communicate effectively, professionally, respectfully, and in a timely manner verbally, in person, and on the telephone as well as in writing reports and emails.
2. To provide information and assistance to students, staff, parents, and community members in a helpful, courteous, and timely manner.
3. To analyze problems, identify alternative solutions, project consequences of proposed actions, critically evaluate the information, determine action, implement action, and evaluate the effectiveness of action.
4. To move throughout the facilities, from facility to facility, and throughout the community.
5. To perform physical work, sometimes lifting up to 25 pounds without assistance.
6. To reach in all directions, bend/stoop to store and retrieve items, and to use equipment.
7. To have dexterity and hand/eye coordination necessary to operate vehicles, equipment, computers, and communication devices.
8. To have the visual and auditory capacity to understand directions and conversations.
9. To maintain concentration focus on tasks, complete tasks in a timely manner and give attention to detail.

**PERFORMANCE RESPONSIBILITIES**

1. **Programming:** Designing, planning, implementation, evaluating, and/or creating new programming.
2. **Staffing:** Assisting with recruiting part-time staff, officials, volunteers and program supervisors.
3. **Administrative Duties:** Performing administrative duties such as creating/editing/proofing flyers and seasonal brochures, developing email blasts, posting information on social media sites, processing registrations, and updating program related documents.
4. **Supervising:** Youth athletics and special events as an emphasis and/or supervising adult activities.
5. **Other Duties as Assigned:** Performing other duties, tasks and responsibilities as assigned.

*This is a specific set of tasks that are representative of most frequently anticipated responsibilities. These should not be interpreted as the only responsibilities performed. Workloads may necessitate temporarily performing responsibilities typically assigned to others in the same department.*

**EQUIPMENT/TOOLS OPERATED:**

Computer and related software, athletic and recreation equipment and vehicles.

**PHYSICAL/ENVIRONMENTAL FACTORS:** See attached.

**SALARY:** Negotiable, dependent upon qualifications.

**APPLICATION DEADLINE DATE:** December 1, 2017 (Projected Start Date: January 2, 2018)

**PLEASE SEND LETTER OF INTENT AND RESUME TO:**

Ms. Pamela A. Streich, District Administrator  
Lake Mills Area School District  
120 East Lake Park Place  
Lake Mills, WI 53551

**TO APPLY ONLINE VISIT:** <http://www.wecan.education.wisc.edu/#/Employer/3279/Vacancies/2>



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## POSITION SPECIFIC PHYSICAL DEMANDS & ENVIRONMENTAL FACTORS SHEET

<b>Job Title: Recreation Supervisor</b>			Issued on: November 8, 2017	Revised on:
	LEVEL OF PHYSICAL DEMAND			COMMENTS
	Occasional	Frequent	Constant	
PHYSICAL ACTIVITY	0-33% of Time (1-100 Repetitions)	34-66% of Time (101-500 Repetitions)	67-100% of time (500 + Repetitions)	If applicable, indicate weight factors: Average Weight (Avg.) and Maximum Weight (Max.). Do not list if mechanical/lifting equipment is used.
Sitting	x			
Standing		x		
Walking		x		
Lifting	x			Minimum 25 lbs.
Carrying	x			
Twisting	x			
Climbing	x			
Reaching	x			
Kneeling	x			
Crouching/Squatting	x			
Crawling	x			
Pushing	x			
Pulling	x			
Repetitive Motion	x			
Balancing	x			
PC Monitoring		x		
Data Entry		x		
Other:				
Check Environment: <input checked="" type="checkbox"/> Office Environment <input type="checkbox"/> Warehouse/Dock <input checked="" type="checkbox"/> Driving <input type="checkbox"/> Confined Space <input type="checkbox"/> Heights Check Environmental factors: <input checked="" type="checkbox"/> Temperature Extremes <input checked="" type="checkbox"/> External Weather Element <input checked="" type="checkbox"/> Dust <input checked="" type="checkbox"/> Other: Changing weather conditions – all seasons				