

## RECREATION SUPERINTENDENT

### CITY OF FOREST CITY JOB DESCRIPTION

Position: Recreation Superintendent  
Department: Parks & Recreation

Reports to: Parks & Recreation Board  
Revision Date: November 2025

---

#### **General Summary**

Directs the operations of the Recreation Department to provide quality facilities, programs and activities and staff, to meet community needs and Parks & Recreation Board goals and objectives while adhering to budgets and policies.

#### **Essential Job Duties**

##### **Programs, Facilities and Grounds:**

- Manages the operation and maintenance of all recreation facilities including but not limited to the Sue Edmondson Civic Auditorium, Aquatic Center, ball fields and concession stand.
- Plans, develops, promotes and evaluates recreation programs, activities and events.
- Deeply involved in on-site evaluation of recreation programs.
- Creates long-term vision and stays up to date on new ideas and best practices to ensure organizational advancement.
- Collaborates and works closely with the Parks Superintendent to ensure outdoor ball fields and facilities are adequately functioning for all programs.
- Aquatic Center Superintendent with assistance from Recreation Program Director.
- Responsible for lifeguard schedule, front desk, pool parties, opening\closing, Forest City swim team, special events, and maintenance.

##### **Budget & Finance:**

- Develops and manages annual budget and monthly recreational operating report.
- Prepare and submit payroll information to City Hall, along with other deposits.
- Provide a recreation report at the monthly Parks Recreation board meeting.
- Monitors expenditures and revenue for all recreational programs, Sue Edmondson Civic Auditorium, Aquatic Center and activities.
- Maintain financial records and meet with the City Council as needed.

##### **Staff Supervision and Development:**

- Conduct hiring interviews and hire seasonal employees.
- Supervise, train and evaluate performance of all subordinate staff. Identify and address training needs for all staff and volunteer coaches.
- Handle disciplinary action when necessary.

##### **Community and Public Relations:**

- Collaborate with community organizations, schools, businesses and other stakeholders to promote programs and activities.

## RECREATION SUPERINTENDENT

- Oversees communication strategies and messaging for the department, ensuring clear, accurate, and consistent information is shared with the general public.
- Verify there is effective communication about programs offered to increase program participation and support.
- Address and resolve citizen complaints and concerns in a timely manner.
- Other duties assigned.

### **Knowledge, Skills, & Abilities Required**

Individual must possess the following knowledge, skills and abilities, or be able to explain, perform and/or demonstrate that the individual can complete the essential functions of the job, with or without reasonable accommodation. The individual must also be physically able, with or without the aid of mechanical devices, to safely perform the essential functions of the job.

- Advanced knowledge of recreation management, maintenance and operations.
- Skilled at recruiting, hiring, educating, directing and motivating staff.
- Skilled in strategic planning, conflict resolution, and performance management.
- Excellent oral and written skills for public speaking, report writing, and interpersonal relations with officials, staff and the public.
- Knowledgeable in budgeting, accounting, grant writing and fundraising.
- Skilled in analyzing issues, developing solutions, making independent judgements.
- Sound organizational skills in management, scheduling, and efficient recreation operations.
- Ability to operate office equipment with knowledge in computer and computer programs.
- Ability to drive and maintain a driver's license.
- Basic knowledge of construction and repair principles, related to building maintenance, recreation field, play equipment and other structures.
  
- Ability to safely perform tasks requiring bending, stooping, kneeling, lifting, standing, climbing, twisting, walking, carrying, and other physical exertion. All individuals are required to be able to perform these movements without a significant risk of injury, or to otherwise demonstrate or explain how they can perform the essential functions listed above.

### **Entry Requirements**

- Bachelor's degree in Recreation management, physical education or related field
- 8+ years of experience in Parks and Recreation management
- Certified Park and Recreation Professional (CPRP) certification preferred
- Certified Pool Operator
- Water Safety instructor
- Lifeguard and ServSafe certification
- CPR and first aid certification

### **Work Environment**

Work is performed indoors in an office setting and outdoors at recreational facilities and Aquatic Center.