



City of Powell Position Description

Position Title: Parks and Recreation Supervisor
FLSA Status: Exempt
Reports to: Parks and Recreation Manager
Employment Type: Full-time

Pay Grade: 3
Service Type: Unclassified
Revision Date: January 2026

Nature of Work – General Description:

This position works under the direction of the Parks and Recreation Manager and serves as the primary administrative and operational coordinator for the City's recreation programs and facilities. The position is responsible for overseeing daily office operations, managing facility reservations, supervising Recreation Program Instructors and seasonal staff, and ensuring the effective delivery of recreation services to the community.

Given the nature of this classification's duties/responsibilities, it has been designated as Non-Exempt under the governing Fair Labor Standards Act regulations and, therefore, is entitled to formal overtime compensation and/or formal compensatory time.

Essential Functions of Work:

- Oversees the administrative operations of the Parks and Recreation Department, including scheduling, registration processes, recordkeeping, customer communications, and office coordination.
- Manages and coordinates City facility reservations, including parks, and recreational facilities; serves as the primary point of contact for internal departments, community groups, and the public regarding facility usage.
- Coordinates and supervises the City's summer camp programming, including planning schedules, managing registrations, supervising seasonal staff, ensuring compliance with safety procedures, and serving as the primary administrative point of contact for parents and participants.
- Supervises and evaluates Recreation Program Instructors and seasonal staff, including hiring recommendations, scheduling, training, performance management, and day-to-day operational oversight
- Serves as site coordinator for recreation programs, activities, and events.
- Assists in planning, organizing and coordinating community events and recreational activities for all age groups; prepares planning documents and needs assessments for events.

- Provides high-level internal and external customer service, including responding to inquiries, resolving issues, and supporting participant engagement.
- Assists with overall evaluation and implementation of programs, in conjunction with class instructors and volunteers.
- Evaluates the effectiveness of programs and makes recommendations on modifications to existing programs.
- Supports Parks and Recreation Department with administrative functions including, recordkeeping, office organization, financial reporting and preparing documents for certifications.
- Provides limited direct instruction for select recreation classes or activities as needed to support program operations

Nonessential Functions:

- Assist in preparing purchase orders and purchases supplies and materials for recreation programs, facilities, and activities.
- Provides internal and external customer service including but not limited to answering phones, communicating with customers, registering participants, and collecting money.
- Maintains necessary equipment, supplies and cleanliness of facilities for safe daily operations.
- Performs related work as required or as assigned.

Supervisory Responsibilities:

- Supervises part-time Recreation Program Instructors, seasonal Park and Recreation staff, and contract staff.

Minimum Qualifications:

- Possession of an Associate's degree in Parks and Recreation or related field of study and three (3) years of experience in general recreation programming. Bachelor's degree preferred.
- Regular attendance, as governed by and in accordance with applicable rules, regulations, procedures and laws, is regarded as an essential requirement of this classification.

Licensure/Certification Requirements.

- Possession of or ability to obtain CPR and First Aid certification.
- Possession of a valid Ohio driver's license and vehicle insurance.

Knowledge, Skills, and Abilities:

- Basic recreation principles.
- Methods involved in organizing, conducting, promoting and supervising recreation activities.
- Program development.
- Communicating orally and in writing with internal staff, citizens, and other departmental staff in order to give and receive information in a courteous manner.
- All computer applications and hardware related to performance of the essential functions of the job, including recreation reservation and activities software

Working Environment and Conditions:

- Typical office environment with the requirement of working outside in extreme weather conditions and environment conditions of work site.
- Ability to exert in excess 50 pounds of force occasionally, and/or up to 25 to 40 pounds of force frequently
- Possession of physical strength, agility, and endurance to perform all essential functions; ability to perform tasks requiring stooping, bending, reaching, pushing, pulling, grasping, feeling, and repetitive motions.
- Ability to walk long distances and/or work while standing for long periods of time.
- Ability to work evenings, weekends, and holidays as needed.