



Job Title: Adult Recreation Supervisor

Department: Sheridan Recreation District

Status: Non-Exempt

Benefits: Standard District Benefits Provided

Salary Range: \$42,520.06 – \$53,863.14

Supervisor: Recreation Manager

JOB SUMMARY

The Adult Recreation Supervisor is responsible for overseeing the development, management, and execution of adult sports programs and activities within the Sheridan Recreation District. This position involves joint supervision of the Recreation Technician, as well as collaborating with the Recreation Manager to schedule and coordinate programs and special events. Through planning, participant engagement, and budget management, the Adult Recreation Supervisor ensures high-quality, accessible recreation opportunities for adult participants. This role requires strong organizational skills, effective communication, and a commitment to maintaining safe, enjoyable environments for community engagement.

JOB DUTIES/TASKS

- Plan, organize, schedule, and supervise adult sports programs and activities.
- Collaborate with the Recreation Manager to schedule adult programming and special events.
- Engage with program participants to promote a positive experience.
- Review applications and conduct interviews with the Recreation Manager to hire staff as needed.
- Participate in budget preparation and administration, submit budget recommendations, and monitor expenditures.
- Compile and submit detailed reports on participation, expenditures, and revenue for assigned programs.
- Create flyers and promotional materials for programs and special events.
- Purchase supplies, materials, and equipment for all assigned programs and events.
- Ability to officiate youth and adult sports or the willingness to learn.
- Maintain a flexible schedule, including weekends and evenings, as required.
- Regularly update league schedules and standings for specific programs.
- Adhere to safe work practices and procedures.
- Attend and participate in staff meetings, workshops, conferences, and classes to increase professional knowledge.
- Safely operate all vehicles and job-related equipment.
- Foster positive working relationships with other employees, officials, and the public.
- Respond to emergencies as necessary.
- Support and enforce all policies, safety regulations, and guidelines established by the Director and/or Recreation Board.
- Perform other duties as assigned.

SUPERVISORY RESPONSIBILITIES

- Provide partial supervision to the Recreation Technician and part-time staff.



WORKING CONDITIONS

- Moderate exposure to conditions such as heat, cold, noise, and outdoor environments.
- Position requires some evening, weekend, and holiday work.
- Office environment with computer and printer.
- Extensive contact with the general public.

MINIMUM QUALIFICATIONS

- Bachelor's degree in Parks and Recreation Administration or a related field, with a minimum of 2 years of full-time experience.
- Relevant experience to understand the basic principles related to the major duties of the position.
- Ability to work weeknights and weekends as needed.
- Ability to lift a minimum of 30 pounds or assist in heavier lifting with other employees.
- Strong verbal and written communication skills.
- Current CPR Certification, or the ability to obtain within 6 months.