



City of Kansas City, Missouri Job Class Specification

Job Title: SUPERVISOR OF RECREATION

Department: PARKS & REC

Job Code: 4218

Status: EXEMPT

Grade:

EX-3

Summary

This is responsible professional recreative administrative work in coordinating a city-wide recreation program.

Work involves responsibility for planning, organizing, developing and coordinating assigned cultural games and sports, outdoor recreation, natural science, golden age and other recreation programs designed to meet the needs and gain public acceptance of various interested community groups and organizations within the City. Employees of this class are expected to use independent judgment in the development, promotion, coordination and administration of program assignments within administrative and policy directives and available funds for program operations.

Duties and Responsibilities

- Supervises and participates in the conducting of training programs for leaders, directors and volunteer assistants; discusses methods, materials, equipment, public recreation philosophy and standard operating procedures; conducts demonstration teaching; assists in the conducting of cultural games, sports, outdoor recreation, natural science, golden age or other recreation programs.
- Participates in departmental planning, research and in-service training activities; introduces new recreation program activities, materials and equipment to staff members and other interested community groups, participants and individuals.
- Studies neighborhood and particular community needs in an assigned area of specialization or program field; investigates and acts upon requests, suggestions and complaints concerning specific recreation activities.
- Supervises and assists in the development, promotion, coordination and administration of assigned activities of the overall recreation program.
- Arranges league schedules; meets with team sponsors; maintains individual and team records; arranges for championship and elimination games; keeps local newspapers and radio and television stations informed of game results and other news of general community interest.
- Performs related duties as required.

Technical Skills	<p>Thorough knowledge of: Administration and purposes of clubs, community centers, nature centers, camps and other recreation facilities and programs established to meet the leisure time and recreational needs of community groups of all ages, social and economic strata.</p> <p>Considerable knowledge of: The philosophy and objectives of public recreation and the methods and practices involved in organizing, conducting, instructing and supervising public recreation activities. First aid methods and necessary safety precautions to be used in public recreation work. Standard playground, arts and crafts and games and sports equipment. Indoor and outdoor physical and social recreation activities such as basketball, football, manual arts and crafts, dramatics, dancing, music, games, camping, boating, nature walks and quiet games.</p> <p>Ability to: Understand the various community social conditions throughout the city so as to determine special recreation needs and programs. Establish and maintain effective program activity records and prepare accurate and concise reports. Effectively interpret and explain the recreation program to community and civic groups, individuals and to assigned subordinates.</p>
Education and Experience	<p>An accredited bachelor's degree and two (2) years of experience overseeing or coordinating community recreational programs and/or facilities</p> <p style="text-align: center;">OR</p> <p>High school graduation and six (6) years of experience in recreation management, community programming, sports management, wildlife management, art programming, or therapeutic recreation including two (2) years of managing/overseeing recreational programs.</p>
Certificates/ Licenses/Special Requirements	<ul style="list-style-type: none"> • Must pass a background check as prescribed by the City. • May be required to pass a preemployment drug screen.
Supervisory Responsibility	<p>Supervision is exercised over a moderate sized staff of subordinates assigned to a specific program specialty.</p>
Supervision Received	<p>Work is performed under the general supervision of a professional superior.</p> <p>Note: This job description should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as may be required. Reasonable accommodation will be provided to qualified individuals with disabilities. The City of Kansas City has the right to revise this job description at any time. The job description is not to be construed as a contract for employment.</p>
Created	09/96
Revised	09/06, 01/08, 04/13, 01/14, 08/22, 04/2025, 04/2026