

THE MORRIS COUNTY PARK COMMISSION

Job Description

Title: Recreation Supervisor – Mennen Sports Arena Full Time - Salary Grade: Local 32 - Class IX
Division: Recreation Effective Date: 8/17/2021
Prepared by: W. Trif Approved by: R. Vitale

Position Charter:

Under the direction of the Arena Manager and Assistant Managers, performs a wide variety of activities in planning, coordinating and supervising arena activities, events and personnel. Ensures that groups utilizing the arena follow all established policies and procedures.

Essential Functions:

- Trains and supervises part time staff, skate guards/cashiers.
- Performs nightly reports as directed.
- Supervises sessions by ice skating as directed.
- Administers first aid and associated reports as needed.
- Supervises all user groups of the facility of ensure proper usage.
- Prepares analytical reports and correspondence related to arena programs and activities.
- Ensures that Morris County Park Commission and P.E.O.S.H.A. safety policies and procedures are followed.
- Administers Park Commission policies within his/her operating capacity.
- Performs the duties of the Assistant Manager in his/her absence.

Other Functions:

- Maintains basic records.
- Collects tickets as needed.
- Performs skate rental duties as needed.
- Assists in the operation of various special events.
- Zamboni operation.
- Performs other related duties as necessary or as instructed.

Qualifications:

- Graduation from high school or vocational high school or possession of an Equivalency certificate or any equivalent education or experience.
- Three years experience in ice rink and/or recreational administration or related field.
- Possession of a valid New Jersey driver's license.
- Certified in Emergency First Aid and CPR within six months of start date.

- Must possess excellent customer service skills and present a professional appearance along with the ability to problem solve independently and communicate effectively.
- Hands-on use of personal computer and applications with proficiency in Microsoft Office Products.
- Ability to learn rink management system software in a timely manner.
- Ability to comprehend established office routines, rules, and regulations of complexity and to organize assigned work and develop effective work methods accurately with a high level of attention to detail.
- Ability to work flexible schedule including evenings and weekends and holidays as required to meet needs of and to provide continuity in the Division's functions.
- Ability to communicate effectively in both verbal, written print and electronic form, to compose routine letters, memos, transmittals, e-mails and similar correspondence to the customers, park staff, managers, vendors, contractors, professionals, and regulatory personnel.
- Ability to perform the essential functions of the position with or without reasonable accommodation.

Incumbent may delegate to subordinate part of the responsibility, but may not delegate nor relinquish accountability for results.

Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.