RECREATION SUPERVISOR

City of Salina, Kansas
Parks & Recreation Department

Apply Directly with the City of Salina
Apply: jobs.salina-ks.gov

The Recreation Supervisor plays a vital role in creating engaging & memorable recreation experiences for Salina residents of all ages. This long-term municipal career opportunity leads year-round aquatic programming, Kenwood Cove operations, special events, & a dedicated team of seasonal & part-time staff. With meaningful public service work, opportunities to shape inclusive programs, & a schedule designed to support work-life balance while meeting occasional evening & weekend program needs, this position offers a rewarding path for an energetic recreation professional committed to making a lasting local impact.

Career Advancement: Recreation Operations Superintendent, Recreation Superintendent

On-the-Job Training: Experienced Parks & Recreation staff provide structured, hands-on training to help the Recreation Supervisor become familiar with City operations, aquatic facility procedures, program standards, & community expectations. The position offers meaningful opportunities to build leadership, administrative, & recreation-management skills through day-to-day collaboration & professional development. Support is available as the employee pursues relevant credentials, such as Certified Parks & Recreation Professional or Aquatic Facility Operator certification. This collaborative learning environment helps build a foundation for a successful, long-term career serving the Salina community.

Duties:

- Plans, organizes, coordinates, promotes, markets, & supervises year-round aquatic & special event activities for youth & adults. Additional activities may include instructional programs, athletics, camps, clinics & other leisure programs; may instruct classes & lead activities as needed.
- Schedules use of, sets up, and/or monitors meeting rooms & facilities for programs, workshops & related activities; coordinates maintenance & upkeep of equipment & facilities.
- Participates in recruitment, hiring, & performance evaluations of part-time & seasonal personnel; plans, coordinates & supervises activities of lifeguards, instructors, leaders, staff & volunteers; evaluates program effectiveness; keeps accurate records of operations.
- Plans & conducts registration for recreation activities; supervises collection of fees & charges for activities.
- Assists the Recreation Superintendent in budget preparation & reviews program expenditures.
- Assists the Recreation Superintendent in Fieldhouse and/or other facility operations.
- Explains & enforces department policies; attends & monitors activities as required.
- Conducts public relations programs to encourage community involvement; serves as liaison with participant groups & organizations.
- Must be able to work varied hours, including evenings & weekends as needed, for successful program oversight.
- Supervises a group of workers including full-time, part-time & seasonal in various program areas. May supervise volunteers as needed.

Education:

- Bachelor's degree in recreation administration or a related field.
- Certified Parks & Recreation Professional (CPRP), Aquatic Facility Operator (AFO) or related certification preferred, or ability to obtain certification within one (1) year from the start date of employment.

Experience:

- Three (3) years of programming experience organizing & coordinating recreation programs required.
- One (1) year of administrative and/or lead supervisory experience preferred.

Requirements:
- Must possess a valid Kansas driver's license.

Work Type:
- Light, exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects.
- Works inside & outside.

Hours:
- Monday – Friday.
- 8:00 a.m. – 5:00 p.m.
- Schedule varies to manage programs.
- Attends after-hours meetings.

Starting Pay DOQ EOE:
- $46,176-48,485/yr.
- $22.20 – 23.31/yr.

Paid Time Off:
• 48 hours of vacation available upon hire; additional 48 hours earned during the year (96 hours in first year).
• 96 hours of sick leave during first year.

Benefits Summary

Position Description

Application Deadline:
• Until filled

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Important: Uploading a resume or profile through this platform does not complete an employment application. Job seekers must complete an application for employment directly with the City of Salina to be considered.

Contact Information:
City of Salina
Human Resources Department
Office: 785-833-8018
Email: human.resources@salina.org
Website: salina-ks.gov

The City of Salina is an Equal Opportunity Employer & Drug-Free Workplace.