

## EMPLOYEE RECREATION SUPERVISOR

**REPORTING RELATIONSHIPS:** Reports directly to Parkwide Program Management

### RESPONSIBILITIES:

1. **Planning and Organizing All Location Operations:** Developing location activity calendars, forming all staff schedules, prioritizing all duties, assuring that all details relevant to activities have been addressed, and assuring that the location recreation program operates in an organized fashion and according to the directives given by Program Management
2. **Supervising Staff:** Clearly explaining and delegating all duties, providing guidance and support tailored to each staff's abilities, evaluating performance, and taking disciplinary action if necessary
3. **Training Staff:** Providing all location staff with comprehensive training as outlined by Program Management and maintaining proper feedback channels to assure they understand all policies
4. **Communicating with Management:** Assuring that necessary information is being communicated to appropriate management in a timely and professional fashion
5. **Leading Trips and Activities:**
  - a. Planning and prepping before all activities to ensure that all details relevant to the successful operation of the activity have been considered
  - b. Enforcing all applicable policies and rules throughout the activity to ensure safety and enjoyment for all participants
  - c. Safely operating a motor vehicle and complying with all company motor vehicle use policies
  - d. Providing interpretation during outings to educate and enlighten trip participants on Yellowstone's natural environment
6. **Publicizing and Promoting Recreation Activities:** Posting flyers, making announcements, and developing personal contacts to get the word out
7. **Office Operation:** Assisting employees with questions, completing and recording transactions, collecting and accounting for all fees remitted, issuing and inspecting rental equipment, promptly and accurately completing all reports
8. **Facilities and Equipment Supervision:** Cleaning, inspecting and maintaining recreation facilities, equipment, and supplies to ensure safety and proper operation
9. Adhering to all Recreation Program procedures, philosophies, and goals

### SKILLS AND KNOWLEDGE:

1. Earned or working toward a university degree, preferably in a field related to recreation
2. Experience managing or supervising staff in a professional setting
3. Strong communication skills, both written and oral
4. Established leadership and organization skills
5. Valid driver's license and ability to safely drive a 15 passenger van for extended periods of time
6. Proficient computer skills (including Microsoft Windows programs: Word, Excel, Outlook)
7. Knowledge of organizing and implementing programs
8. Flexibility with working conditions, schedules, and facilities
9. Willingness and ability to learn about Yellowstone's natural environment and share this knowledge
10. Ability to work outdoors, sometimes under inclement weather conditions
11. Ability to hike moderate distances in the outdoors, up and downhill, in various conditions
12. Ability to learn quickly
13. Outgoing and people oriented
14. Willing to work hard when needed, and to do what it takes to get the job done