



IVGID Job Announcement

IVGID is currently accepting applications for a **Recreation Supervisor – Seniors**. This is a full time, year round, salaried (exempt) position with the Parks & Recreation team.

Compensation: \$2,355 - \$3,297/bi-weekly salary, DOE (*\$61,232 - \$85,725 annual*)

Benefits: Medical, Dental, Vision, Prescription insurance
Short-Term/Long-Term Disability insurance
Deferred Comp (457b) and Pension (401a) Retirement Plans
Section 125 Flexible Spending Plans
Vacation & Sick Leave
Eleven paid holidays
Recreation & Food Discount privileges

How to Apply: Create a profile, submit online application (with resume) at www.yourtahoeplace.com/jobs
In-person drop-off application to Human Resources at 893 Southwood Blvd,
Incline Village, NV 89451. Regular Hours: M-TH, 8am – 5pm or FRI, 8am – 4pm (PST).
jobs@yourtahoeplace.com 775-832-1100

Deadline to Apply: OPEN UNTIL FILLED
We are an Equal Opportunity Employer

Date Posted: 11/18/24

SUMMARY

Under direction, supervises the development and implementation of the District's Seniors (age 55+) programs, activities and services. Provides oversight for the Parks & Recreation function at the Incline Recreation Center; serves as the Department's liaison to the senior community and various program partners by performing the following duties personally or through staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES, not necessarily in order of priority, include the following. Assigned job tasks/duties are not limited to the essential functions.

1. Provides excellent customer service to internal and external customers and guests.
2. Selects, trains, schedules and supervises on-call and part-time staff, and volunteers for seniors programs and oversees year-round front desk staff at the Incline Recreation Center.
3. Supervises the development, implementation and administration of Seniors programs and events, including registration and payments. Ensures accurate and detailed records are maintained.
4. Involved in the creation of marketing and communication collateral for staff and the community to ensure effective and efficient operations are in place. Monitors promotional places and online locations for accurate information.
5. Prepares necessary reports and communications, including participation demographics, program proposals, monthly status reports and incident/accident summaries to appropriate staff.
6. Transports seniors using District vehicle and coordinates use following department procedures. Coordinates transportation via carpools, volunteers, vendor and public transportation for senior activities and events as needed.
7. Serves as Department and District liaison to the senior community and collaborates with partnering groups and agencies to plan, promote and implement senior activities, events and services.

8. Initiates a variety of new customer driven programs and events based on industry trends and community input that complies with the Parks & Recreation approval process for future and existing programs and services.
9. Orders supplies, materials and equipment for assigned area of responsibility, using a computerized financial accounting system.
10. Develops and recommends operating budget for assigned areas of responsibility; monitors and effectively controls revenues and expenses utilizing a computerized financial accounting system.
11. Responds to and resolves customer inquiries and complaints; interfaces with Parks & Recreation customers to promote customer service and satisfaction.
12. Follows required safety procedures and guidelines, ensuring staff are also trained and following.
13. Participates in the development of goals and objectives for the Parks & Recreation Department.
14. Inputs and/or monitors and approves employee time and pay records using an automated system; ensures records are accurate each pay period.

SUPERVISORY RESPONSIBILITIES

Directly supervises year-round staff at the Incline Recreation Center front desk; and on-call and part-time staff and volunteers in the Seniors Division. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees, contractors and volunteers; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

QUALIFICATIONS To perform this job successfully, an individual must be qualified to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

Bachelors degree (BA or BS) in Recreation Administration or related field from four year college or university and three years of related experience, including recreation related programming for seniors, and at least one year of supervisory experience; or equivalent combination of education and experience. A working knowledge of issues and services related to seniors, and ability to prepare and control budgets is also required.

COMPREHENSION/COMMUNICATION SKILLS

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, and governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from employees, managers, clients, customers, and the public. Ability to present a composed and friendly presence when dealing with irate employees or customers. The duties and responsibilities of this position necessitate the use of a cellular phone for District business reasons.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area circumference, volume, and to apply mathematical concepts to develop league and tournament bracketing and scheduling.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of technical instructions furnished in written, oral, diagram, or schedule form. Ability to prioritize numerous responsibilities to meet schedules and deadlines.

CERTIFICATES, LICENSES, REGISTRATIONS

Valid Driver's License. Successful completion State of Nevada/Federal background check through fingerprinting because position has unsupervised access to children, the elderly or individuals with disabilities and/or has access to their records. Pursuant to National Child Protection Act (NCPA) of 1993 as amended by the Volunteers for Children Act (VCA). It is the employee's responsibility to maintain all required certifications and licenses and to report any changes to the supervisor. Certification in Cardiopulmonary Resuscitation (CPR/AED) by American Red Cross (ARC) or American

Heart Association (AHA) or ability to obtain within three months from date of employment. It is the employee's responsibility to maintain all required certifications and licenses and to report any changes to the supervisor.

OTHER SKILLS OR ABILITIES

Good organizational, administrative, leadership and customer service skills; good computer skills for Microsoft Word, Excel, financial accounting and program registration applications; detail oriented with the ability to prioritize to meet schedules and deadlines; ability to successfully work in a self-directed work environment. Ability to deal effectively and courteously with the public and staff; ability to deal with changing circumstances in a positive manner; ability to work hours as required, including evenings, weekends and holidays.

PHYSICAL DEMANDS The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Applicants and incumbents are encouraged to discuss potential accommodations with the employer.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel and talk or hear. The employee frequently is required to stand, walk, sit, and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to wet and/or humid conditions, moving mechanical parts, fumes or airborne particles, outside weather conditions, and risk of electrical shock and vibration. The noise level in the work environment is usually moderate.