**RECREATION SUPERVISOR JOB DESCRIPTION**

1. Supervise children at the parks and special events to insure their safety.
2. Supervise the proper use of recreation equipment at the parks according to recreation guidelines.
3. Encourage participation by all children in recreation activities through positive attitude.
4. Sign up participants during registration.
5. Be helpful to all recreation participants and parents.
6. Supervise the assistant supervisor and report inappropriate behavior to the Recreation Director.
7. Show appropriate leadership when dealing with challenging situations.
8. Participate with children in Recreation activities.
10. Must submit to background check.
11. Pay rate is $12.04 per hour increasing to $12.76 on July 1.

Ottawa Recreation prefers to fill the Supervisor position with college graduates, preferably educators. We will consider all applicants.

No vacations
Start June 3 and end July 27
Work 9-noon and 1-4 pm

Employees must provide their own transportation to all of the parks.

**ASSISTANT SUPERVISOR JOB DESCRIPTION**

1. Supervise children at the parks and special events to insure their safety.
2. Supervise the proper use of recreation equipment at the parks according to recreation guidelines.
3. Encourage participation by all children in recreation activities through positive attitude.
4. Sign up participants during registration.
5. Be helpful to all recreation participants and parents.
6. Report inappropriate behavior of the supervisor to the Recreation Director.
7. Show appropriate leadership when dealing with challenging situations.
8. Participate with children in Recreation activities.
9. Assist supervisors in their duties.
10. Follow job guidelines.
11. Must submit to background check.
12. Pay rate is $9.88 per hour increasing to $10.63 July 1.

Assistant supervisors must be high school graduates. Ottawa Recreation prefers to fill the position with college students majoring in social work or education, but will consider all applicants.

Employees must provide their own transportation to all parks.