

**City of Dunedin, Florida**  
Class Description

**JOB TITLE: Recreation Leader III BASP Supervisor**  
Parks & Recreation Department  
Recreation Division

**GENERAL STATEMENT OF JOB**

Under general supervision, manages, plans and organizes a Recreation Before and After School Program, ensuring compliance with all applicable City policies, procedures and safety regulations as well as Pinellas County Health Department Child Care Licensing Program regulations. Supervises the work of permanent part-time and variable/on-demand staff and volunteers. Supports other Recreation sections as directed. Reports to the Youth Services Recreation Program Coordinator.

**SPECIFIC DUTIES AND RESPONSIBILITIES**

**ESSENTIAL JOB FUNCTIONS**

***The duties recorded below are representative of the duties of the class and are not intended to cover all the duties performed by incumbent(s) of any particular position.***

Supervises day-to-day operations of a school age Before and After School Program at one school site. Maintains an environment that protects the health and safety of all program participants through safe operations, best practices and compliance with Florida Department of Health Child Care Licensing Program regulations.

Manages development of a well-rounded activity schedule that is inclusive, age appropriate, considers various developmental stages and abilities and promotes the physical, cognitive, social and emotional development of children.

Supervises assigned employees and volunteers including scheduling and on-site performance. Assists as needed with progressive discipline via input and insight.

Assists in the development of staff continuing education curriculum. Completes required annual in-service training.

Directly supervises youth participants and acts as a group leader as necessary; is accountable for children at all times via direct supervision. Directs activities within the same room or designated outdoor area while positioned to actively watch and respond to the needs of each child. Creates a positive environment and is capable of responding to emergencies, maintains accurate attendance and transition documentation.

Responsible for youth participant behavior management and discipline in accordance with program's code of conduct and progressive discipline policy. Uses preventive techniques and positive reinforcement to guide behavior and enforces discipline and intervention

procedures when responding to challenging behaviors.

Maintains communications with parents and legal guardians regarding youth participant's behavior and participation. Conducts parent conferences, develops behavior intervention strategies and recommends progressive discipline.

Completes all required reports, logs and checklists and assists in the maintenance of accurate personnel and children's records in accordance with Florida Department of Health Child Care Licensing Program regulations.

Ensures the availability of supplies, equipment and nourishing snacks; orders, purchases and maintains supply inventory.

Establishes and maintains effective working relationships by working collaboratively with staff, school administration and janitorial regarding scheduling, facility use and youth participants.

Effectively works with people at all levels of responsibility; exercises sound judgment and communicates effectively through written and verbal communication.

Assists in overseeing the maintenance of assigned facility grounds and equipment. Completes routine inspections of equipment, facility, activities, etc. and participates in general custodial, grounds keeping and maintenance duties as required.

Administers prescribed medications as required; administers CPR and First Aid as necessary.

Assists in evaluating all programs for effectiveness and value to the recreation program.

Presents and/or supervises additional programming and provides staff support to assigned area(s). Coordinates programs and activities with other City departments, agencies, community organizations and the public as appropriate.

Opens and closes program or Recreation facility as scheduled; work hours may include nights and weekends.

Assists with the planning, scheduling, promotion, marketing and evaluation of programs and events.

Sets-up chairs, tables, equipment, etc., and/or decorates rooms/facility for programs, activities and special events. Ensures rooms are properly set up for scheduled activities.

Completes program registration in Recreation registration software including global sales receipts and records and reports for program fees and other revenues, household account management, registration transfers and facility reservations.



Provides customer service including greeting and assisting patrons, responding to inquiries and requests, providing household account and program/event information and assisting in receiving complaints.

Performs other clerical duties as required including faxing, filing, maintaining, retrieving and updating files, copying documents, ordering and maintaining office supply inventory and preparing and processing mail. Compile data for and prepare required records and reports.

Drives city vehicles, including participant transportation, as necessary.

Ensures that all City policies, procedures and safety regulations are followed at all times and ensure compliance with all Pinellas County Health Department Child Care Licensing Program.

### **ADDITIONAL JOB FUNCTIONS**

***While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.***

Performs routine office work as required, including but not limited to answering the telephone, typing reports and correspondence, copying and filing documents, attending meetings, entering computer data, etc.

Maintains city van and mileage records.

Performs related duties as required.

### **MINIMUM TRAINING AND EXPERIENCE**

Requires a high school diploma or GED equivalent and three years' experience working in a licensed child care program with one year as a supervisor.

An equivalent combination of education, training and experience that provides the required knowledge, skills and abilities may be considered.

### **SPECIAL REQUIREMENTS**

Requires current certification in CPR and First Aid.

Must be at least twenty-one (21) years of age.

Must possess valid Florida driver's license.

Must complete Florida Department of Children & Families Child Care 40 Clock Hour

Training for School Age Facilities.

Must complete applicable coursework to obtain SMIC (Staff Member in Charge) designation as outlined by the Florida Department of Health Child Care Licensing Program.

Must possess other special training & certifications or licenses as applicable to assigned area(s) of supervision.

Must possess knowledge of computer operations including Microsoft Office and registration software.

This is a Category B position for the purposes of Emergency Management. Employees in this category may be assigned to work a variety of schedules, including compulsory work periods in special, emergency, and/or disaster situations. Category B employees may be required to stay on premises during a declared state of emergency, or as otherwise mandated.

### **PERFORMANCE INDICATORS**

**Knowledge of Work:** Has thorough knowledge of the methods, procedures and policies of the City of Dunedin as they pertain to the performance of essential duties of the Recreation Leader III BASP Supervisor. Is knowledgeable in the laws, ordinances, standards and regulations pertaining to the specific duties and responsibilities of the position. Is able to assist in the planning and implementation of creative programming for various ages. Understands specific City and county ordinances as they apply to the duties and responsibilities of the position. Is able to work under moderately stressful conditions related to balancing multiple projects within the constraints of time available, personnel capabilities, financial resources, and political considerations. Is able to react professionally at all times, dealing with sensitive situations with tact and diplomacy. Knows how to apply supervisory and managerial concepts and principals. Is able to train, assist, motivate and provide leadership to volunteers and employees. Is able to take the initiative to complete the duties of the position without the need of direct supervision. Has the ability to plan, organize and prioritize daily assignments and work activities. Is able to read and interpret various materials pertaining to the responsibilities of the job. Is able to assemble information and make written reports and records in a concise, clear and effective manner. Has knowledge of proper English usage, grammar, vocabulary and spelling. Has the mathematical ability to handle required calculations. Has knowledge of and skill in the use of modern office equipment, including computers. Knows how to maintain effective relationships with personnel of other departments, professionals and members of the public through contact and cooperation. Clearly understands any occupational hazards and adheres to all safety precautions inherent in performing the essential functions of the work.

### **PERFORMANCE APTITUDES**

**Data Utilization:** Requires the ability to arrange, compare, count, differentiate, measure



and/or sort data and/or information. Includes judging whether readily observable functional, structural or compositional characteristics are similar to or divergent from prescribed standards, procedures or routines.

**Human Interaction:** Requires the ability to function in a supervisory/managerial capacity for a group of workers. Includes the ability to make decisions on procedural and technical levels.

**Equipment, Machinery, Tools and Materials Utilization:** Requires the ability to use, operate and/or handle equipment such as a computer, copier, calculator, telephone, hand and yard tools, and various special equipment according to assigned area(s) of programming.

**Verbal Aptitude:** Requires the ability to use a variety of reference and descriptive data and information.

**Mathematical Aptitude:** Requires the ability to perform addition, subtraction, multiplication and division; to calculate decimals and percentages; may require the ability to perform mathematical operations with fractions.

**Functional Reasoning:** Requires the ability to apply principles of influence systems, such as motivation, incentive, teaching and leadership. Ability to exercise independent judgment to apply facts and principles for developing approaches to and techniques to problem resolution.

**Situational Reasoning:** Requires the ability to exercise the judgment, decisiveness and creativity required in situations involving the evaluation of information against sensory, judgmental or subjective criteria, as opposed to that which is clearly measurable or verifiable.

## **ADA COMPLIANCE**


**Physical Ability:** Tasks involve the ability to exert moderate, though not constant physical effort, typically involving some combination of stooping, kneeling, crouching, and some lifting, carrying, pushing and/or pulling of objects and materials of moderate-heavy weight (12-50 pounds). May require the ability to perform and/or demonstrate various physical skills involved in recreational programming. Office tasks require a small amount of physical effort in sedentary to light work involving moving from one area of the office to another; some positions require sufficient hand/eye coordination to perform semi-skilled repetitive movements, such as data entry, filing and/or the use of office equipment or supplies.

**Sensory Requirements:** Some tasks require visual and auditory perception and discrimination as well as oral communications ability.

**Environmental Factors:** Some tasks may require exposure to adverse weather conditions, temperature extremes, wetness/humidity, dust/pollen/smoke, harsh

chemicals/cleaning agents, equipment hazards, communicable disease, strong odors.

*The City of Dunedin is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the employer will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.*

  
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Director of Parks & Recreation

2/21/27  
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Date