



TANYA D. LANE
TOWN MANAGER

TOWN OF NEWINGTON

131 CEDAR STREET
NEWINGTON, CONNECTICUT 06111

CAREER OPPORTUNITY

POSITION: Recreation Supervisor	PAY RANGE: \$58,000 - \$75,000	CLASSIFICATION/ GRADE: A-6	EEOC Admin.
LOCATION: Newington Town Hall 131 Cedar Street	APPLY BY: January 11, 2017	APPLY TO: Town Manager 131 Cedar Street Newington, CT 06111	

*** An official Town of Newington employment application is required in order to be considered for this position.***

POSITION DESCRIPTION

Under the direct supervision of the Superintendent of Parks and Recreation, this position is responsible for the effective planning, coordination, supervision, delivery and evaluation of comprehensive year-round, seasonal and special recreational activities and programs for the Town of Newington.

ESSENTIAL JOB FUNCTIONS (SEE JOB DESCRIPTION FOR ADDITIONAL FUNCTIONS)

- Develops schedules, directs, and evaluates diversified recreational, cultural and educational programs.
- Meets with individuals, community groups, school personnel and advisory groups to assure that programs and activities are meeting the needs of the community.
- Reviews and evaluates the success of programs and makes recommendations for continuation or cancellation.
- Prepares statistical and narrative reports.
- Recruits, hires, trains, supervises and evaluates and disciplines assigned part-time, seasonal and contractual staff members and volunteers, and recommends employment, training and development actions.
- Assigns work to seasonal, contractual, and part-time program staff. Compiles staff training manuals.
- Responsible for revenue management, developing budget projections and monitoring revenues/expenditures for assigned programs, including specifying and purchasing materials and supplies.
- Assists clerical staff with computerized program registration, rosters, mailings, lottery procedures, and collection of fees.
- Prepares grant applications and sponsorship requests to enhance recreation programs.
- Collaborates, communicates, and assists in scheduling use of facilities with other Town departments, civic groups, sport leagues, and schools.
- Marketing and promotion of programs through advertising, including the creation of seasonal brochures, news releases, flyers, pamphlets and all public relation materials.

REQUIRED MINIMUM QUALIFICATIONS (SEE JOB DESCRIPTION FOR ADDITIONAL QUALIFICATIONS)

- Bachelor's Degree in Recreation Management, or closely related field, and
- Two (2) years related experience, year round or seasonal, which preferably includes some administrative and/or supervisory responsibility.
- Experience in using various social media formats.
- Experience and knowledge with RecTrac software.
- Experience and knowledge administering a comprehensive aquatics year round program.
- Experience and knowledge of a comprehensive marketing and advertising strategy and plan.
- Professional certification as Certified Parks and Recreation Professional is desirable.
- Red Cross CPR for Professional Rescuer and First Aid certifications, WSI & LGI are desirable.

The Town of Newington is an Affirmative Action/Equal Opportunity Employer and does not discriminate on the basis of age, sex, race, color, religion, marital status, sexual preference, national origin, or disability.

Phone: (860) 665-8510 Fax: (860) 665-8507
townmanager@newingtonct.gov
www.newingtonct.gov

TOWN OF NEWINGTON

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DEPARTMENT:	Parks and Recreation	DATE:	DRAFT 12-2016

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ADDITIONAL JOB FUNCTIONS

- Performs related tasks as required for the department.
- May be required to physically set up programs.
- Evening and weekend hours may be required on a regular basis.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of and experience with:

- Methods, principles and practices related to recreation and leisure service administration;
- Planning, designing, arranging and implementing comprehensive community recreation programs;
- Personnel management principles, practices, and techniques.
- Working computer knowledge is desirable. Word, Excel, Access or any equivalent computer skills.
- Ability to communicate clearly and concisely, both orally and in writing.
- Ability to establish and maintain courteous, effective working relationships with civic groups, the public, the media, and other Town employees and officials.
- Knowledge of current basic first aid skills.
- Use of all social media formats.
- Experience and knowledge with RecTrac software.
- Experience and knowledge administering a comprehensive aquatics year round program.
- Experience and knowledge of a comprehensive marketing and advertising strategy and plan.

REQUIRED PHYSICAL AND MENTAL EFFORT AND ENVIRONMENTAL CONDITIONS:

- Sufficient stamina to regularly stand, sit, and walk.
- Specific vision abilities required for this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- Ability to talk and hear.
- Occasionally required to smell in order to define problems, establish facts, draw valid conclusions, make valid judgments and decisions.
- Physical agility to push/pull, squat, twist, turn, bend, stoop, kneel, crouch, crawl, and reach overhead.
- Mobility sufficient to move about the work place and walk on uneven surfaces.
- Strength to lift 20 pounds from the floor, and occasionally up to 40 pounds of boxes containing equipment, paper, or other materials.
- Manual dexterity sufficient to write, use telephone, computer, business machines, and occasionally assemble games, toys, etc.
- Vision sufficient to detect and distinguish between different colors, read fine print, and visual display terminals.
- Hearing sufficient to conduct conversations occasionally over the noise from groups of people, in-person and using the telephone.
- Working conditions may vary from day-to-day with occasional need to work outdoors in sun, heat, fog and rain, at night and on weekends and some holidays, and may be subjected to long periods of standing and/or walking.
- Exposure to video display terminals on a daily basis.
- Ability to work under stress from demanding deadlines and changing priorities and conditions.

REQUIRED MINIMUM QUALIFICATIONS:

The skills and knowledge required would generally be acquired with:

- Bachelor’s Degree in Recreation Management, or closely related field, and
- Two (2) years related experience, year round or seasonal, which preferably includes some administrative and/or supervisory responsibility.
- Must be at least 21 years of age

License or Certificate:

- A valid Connecticut Motor Vehicle Operator’s License or ability to obtain one.
- Professional certification as Certified Parks and Recreation Professional is desirable.
- Red Cross CPR for Professional Rescuer and First Aid, WSI & LGI are desirable.

Note: The above description is illustrative of tasks and responsibilities and not meant to be all-inclusive of every task or responsibility. It is a temporary management guide/tool and subject to change.

I understand that nothing in this position description restricts the Town’s right to assign or reassign duties and responsibilities to this job at any time. I also understand that this position description reflects the Town Administration’s assignment of essential functions; it does not prescribe nor restrict the tasks that may be assigned. I further understand that this position description may be subject to change at any time due to reasonable accommodation or other reasons.

I have reviewed this document and discussed its contents with my supervisor and I fully understand the nature and purpose of this position description and its related duties.

Employee

Date

Supervisor

Date