



Job Opportunity

RECREATION PROGRAM SUPERVISOR

Location: 2 Renshaw Road, Darien, CT

Hours: 8:30 a.m. – 4:30 p.m., 35 hours per week (regular hours)*

Compensation: \$63,867 to \$72,000 DOE
(Plus full benefits package including health insurance, pension plan, life insurance, paid holidays, vacation, sick leave and personal leave.)

Closing Date: May 26, 2017

Job Summary:

This position assists the Director and the Assistant Director of Parks & Recreation to plan, promote and supervise a comprehensive recreation program including, but not limited to, town-wide special events, enrichment programs, specialty camps and related programs. This position administers business functions necessary for proper operation and helps to develop program policies and budgets.

*Additional night and weekend hours may be required.

Supervision Received: Works under the general direction of the Director of Parks & Recreation.

Supervision Exercised: Supervises seasonal part-time staff, independent contractors, instructors and all volunteers for programs and events.

Examples of Essential Duties:

- Plan, promote, schedule, and supervise community wide programming and special events;
- Lead the marketing and promotion of programs through advertising, including the creation of seasonal brochures, news releases, flyers, pamphlets, broadcast email and the ability to use social networking on a daily basis to broaden public and program awareness;
- Collaborate, communicate, and assist in scheduling use of facilities with other Town departments, civic groups, sport leagues, and schools;
- Coordinate the recruitment, in-service training, scheduling and evaluation of seasonal part-time employees, contractual staff and volunteers;
- Analyze information/data and provide departmental program and facility reports;
- Develop budget projections and monitor revenues/expenditures for assigned programs, including specifying and purchasing materials and supplies;
- Coordinate with and attend meetings of other Town agencies, community groups, school personnel, advisory boards, and associations when appropriate;

- Review and evaluate the success of programs/events and make recommendations for continuation or cancellation; develop and maintain program rosters for instructors;
- Monitor facility safety and maintenance issues and reports to the Director; and
- Heavy interaction with the general public.

Knowledge, Skills and Abilities:

- Knowledge of the principles and practices of modern recreation and event programming including staff recruitment and supervision, scheduling, communications, recordkeeping, and evaluations;
- Strong knowledge of the practices of municipal recreation administration including program and event revenue;
- Strong knowledge of computer applications and social media marketing appropriate for a recreational office;
- Skills in using a camera effectively for marketing purposes;
- Strong knowledge of aquatic facilities;
- Ability to follow written and oral instruction and complete projects with minimum supervision;
- Strong organizational skills and ability to multi-task;
- Ability to deal effectively with people, including networking with people and organizations and maintaining effective working relationships with various groups;
- Solid verbal and written communication skills;
- Exceptional problem solving skills;
- Skilled in exhibiting patience and diplomacy; and
- Skills associated with the supervision and training of part-time staff.

Minimum Qualifications:

Bachelor’s degree in Recreation, Physical Education, Leisure Studies or related field from an accredited institution. Three (3) years of experience in recreation programming or organizations similar to municipalities or any equivalent combination of education, experience and training. Valid Connecticut Driver’s License; certifications in CPR/AED and First Aid.

Application Procedure

Applications may be emailed to kdunn@darienct.gov (Reference “Recreation Program Supervisor” in the subject line and submit attachments in Word or PDF format) or mailed to Ms. Karen Dunn, Human Resources Department, Town of Darien, 2 Renshaw Road, Darien, CT 06820. Please submit the following three (3) documents:

1. Cover Letter;
2. Typed Town of Darien Employment Application (available www.darienct.gov, HR Dept. page); and
3. Resume.

The Town of Darien is an equal opportunity employer. In compliance with the Americans with Disabilities Act, the Town will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective and current employees to discuss potential accommodations with the Town when necessary.