

Weeknight/Weekend Program Supervisor

REPORTS TO: Assistant Director of Parks & Recreation

PURPOSE

Work consists of assisting in the operation and supervision of recreation activities and public park facilities in the evening and weekends.

GENERAL FUNCTION

Under the direction of the Assistant Director of Parks & Recreation, the Weeknight/Weekend Program Supervisor is responsible for the direct supervision of programs and facilities that are active during their specific shift and additionally expanding the reach of the department to Recreation users and residents. This position is responsible for all phases of successful safe operation to the standards set by the Parks and Recreation Department.

REQUIREMENTS

The Weeknight/Weekend Program Supervisor should be a motivated team player, with good communication skills, and express a willingness to work beyond the scope of the job. The Program Supervisor should be flexible, demonstrate an ability to lead, work independently, has an understanding of the department's mission and objectives. Must have previous experience working in supervisory setting preferably in recreational activities. The Weeknight/Weekend Program Supervisor must be at least twenty (21) years of age and possess a valid CT State driver's license. In addition, all staff must be submitted for criminal background checks and produce a clean record.

The Weeknight/Weekend Program Supervisor should also possess the following qualifications:

- 1) Knowledge and philosophy of planned community recreation.
- 2) Knowledge of the equipment generally used in a recreation department.
- 3) Knowledge of all sports and leagues in general and other recreational activities usually offered by a comprehensive community recreation program.
- 4) Ability to establish and maintain effective working relationships with supervisors, program supervisors, program participants and the general public

SHIFT REQUIREMENTS

The Weeknight/Weekend Program Supervisor position is filled on a seasonal basis. Hours are based on the schedule below and will incorporate multiple individuals filling the position to cover all shifts. All hours may be adjusted by Parks and Recreation Administration.

Monday through Friday: 5:30PM - 9:30PM

Saturday: 8:00AM - 2:00PM, 2:00PM – 11:00PM

Sunday: 8:00AM - 2:00PM, 2:00PM – 11:00PM

JOB RESPONSIBILITIES

- ❑ Visit programs as directed and assist program instructors with delivery of services.
- ❑ Provide information to public on programs.
- ❑ Promotes programs through development and distribution of flyers, press releases and other forms of marketing
- ❑ Assists with supervision of Community Center operation and other facilities used for programs.
- ❑ Deals directly with parents, school staff, Bus Company, and Parks and Recreation Department staff as required.
- ❑ Inspects and maintains facilities and equipment for safety.
- ❑ Required to wear staff shirt and to dress in a professional manner at all times.
- ❑ Enforces and abides by all Town and Parks and Recreation Department policies and procedures.
- ❑ Acts in a professional manner at all times. Expected to conduct themselves as a representative of the Parks and Recreation Department.
- ❑ Accepts the responsibility to work beyond job description as situations arise.

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. 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 frequently required to walk, sit and talk or hear; use hands to finger, handle or feel objects, tools or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch or crawl; and may be infrequently required to run.

The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, color vision, and the ability to adjust focus. Hand-eye coordination is necessary to participate in recreation leadership activities when required, and to operate a personal computer and other office instruments. The noise level in the work environment is usually quiet while in the office, and moderate when in the field.