



TOWN OF MANCHESTER



POSITION AVAILABLE
RECREATION SUPERVISOR – Neighborhoods and Families Division
Department of Leisure, Family, and Recreation
40 hours/week – 12 noon – 9 p.m. - \$61,054.06 - \$78,497.56
Closing Date: November 1, 2019

SUMMARY OF POSITION: Under general supervision of the Director of Leisure, Family and Recreation, performs responsible work in developing, implementing, and supervising events and programs that are culturally relevant and inclusive of Manchester’s racially and ethnically diverse community. Knowledge of 21st Century standards for recreation and leisure programs that provide equitable access to marginalized groups including:

- The LGBTQIA community
- Individuals with a physical or cognitive disability
- Multicultural/racial/ethnic communities
- Refugee and immigrant communities
- Other marginalized populations, e.g. seniors, youth, socio-economically disadvantaged

DESIRABLE KNOWLEDGE AND SKILLS: Ability to develop new and maintain existing community engagement initiatives and effectively promote them to diverse residents, including English Language Learners. With the support of a part-time Diversity, Equity and Inclusion (DEI) Coordinator, ability to convene and facilitate the Equity and Inclusion Collaborative (EIC). Ability to collaborate with the EIC to develop a network of Community Ambassadors and grassroots Community Coalitions to partner in the implementation of Manchester’s Plan for Achieving Inclusive Community Engagement. Ability to cultivate and maintain courteous and effective relationships with other departments/divisions, community groups, and residents of diverse backgrounds. Ability to communicate clearly, concisely and in a culturally competent manner. Public presentation and group facilitation skills. Knowledge of basic first aid skills.

REQUIREMENTS: Bachelor’s degree in recreation, cross-cultural studies, social work or closely related field required plus two (2) years of experience working in municipal recreation, community organizing, or Diversity, Equity and Inclusion (DEI). Fluency in Spanish and/or Bangla strongly preferred.

EXAMINATION WILL CONSIST OF:

<u>Parts</u>	<u>Weight</u>	<u>Passing Score</u>
Oral Examination	100%	80%

Applications and job description are available in the Human Resources Department, 41 Center Street, P.O. Box 191, Manchester, CT 06045-0191 or visit our website at: www.townofmanchester.org. To apply online, please visit www.townofmanchester.org. Applications must be received in the Human Resources Department by 4:30 p.m. on Friday, November 1, 2019 or must be postmarked by Friday, November 1, 2019. The Town reserves the right to limit the number of applications it accepts. **No faxed or e-mailed resumes and/or applications will be accepted.**

The Town of Manchester shall not discriminate on the basis of race, color, creed, age, sex, national origin, physical disability or sexual orientation. The Human Resources Department provides reasonable accommodation to persons with disabilities in accordance with the Americans with Disabilities Act (ADA). If you need an accommodation in the application or testing process, please contact the Human Resources Department.

The Town of Manchester is an equal opportunity employer and encourages applications from women, men, minorities, veterans, and the disabled.

The above posting is intended as a guide for personnel actions and must not be taken as a complete description of the position or the process.