North Branford Parks and Recreation:

Recreation Supervisor

Purpose of Position

The Recreation Supervisor position exists to manage and develop recreation programming to serve the community by improving the health and overall well-being of its citizens. Under the direction of the Director and through efficient use of funds, material, time and natural resources, the Recreation Supervisor will present classes, events, and a variety of other means to engage the community in enriching, engaging, and entertaining programs.

Duties:

Develops, plans, organizes, supervises, and presents quality recreation programs designed to meet the needs of all North Branford Residents. Supervises part-time personnel, instructors, seasonal staff, volunteers and department employees. Receives supervision under the direction of the Parks and Recreation Director.

Examples of Functions and Duties:

* Plans and organizes quality programs for all ages
* Ensures program materials and facilities are prepared and available for activities
* Organizes and schedules buildings, fields, and structures for use by both the department and for outside users
* Coordinates the availability of athletic fields, grounds, and facilities with town departments and private organizations for league use and special events
* Conducts routine program evaluation by communicating with participants, instructors and staff
* Institutes changes and enhancements to programs based upon evaluation
* Determines cancellation of events or programs as necessary
* Receives and responds to public inquiries
* Handles complaints from the public and instructors
* Coordinates all program schedules to avoid conflicts
* Develops and implements a marketing plan and process to communicate with community about events, programs and activities
* Is involved in registration, schedules, and collection of fees and accounting of fees
* Encourages participation via flyers, press releases and/or other means to stimulate program interest
* Provides guidance to the Director regarding budgeting for programs, activities and events
* Provides accounting of revenues and expenses for individual events, programs and activities to the Director
* Provides training for both paid and volunteer staff
* Assists with supervision with any program as determined by the Director
* Controls department expenditures in accordance with budgeted appropriations
* Prepares reports on all programs for the Director’s approval
* Recruits, trains, evaluates and supervises personnel and instructors
* Performs office administrative duties as needed
* Assists with facility maintenance
* Enters programs in MyRec
* Update MyRec as needed for activities
* Updates Recreation website
* Assist in overseeing the senior citizen’s program
* Makes recommendations of the effectiveness of the department and its services
* Maintains awareness of new developments in the parks and recreation field
* Independently establishes priorities in duties
* Deals effectively with employees, different age groups, and the media
* Performs related duties as determined by the director
* Fills in for director as needed
* Support department goals

Note: the above functions and duties are illustrative only. The description does not include every task or responsibility. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assessment of the position.