

TOWN OF SOUTHBURY

POSITION DESCRIPTION

FULL TIME

NON EXEMPT (revised 5/30/17)

Department: Parks and Recreation Date: SBOS Approved 06/15/17; 07/01/2021	Incumbent: Vacant	Title: Recreation Supervisor Grade: 9
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Primary Accountabilities

Develops, directs, administers and manages a comprehensive recreation program to meet community needs for safe and accessible summer camps, aquatics, sports leagues, various programming and special events.

Reports To

Director of Parks and Recreation.

Consults With

Citizen groups and public at large, local school district, outside vendors and service providers.

Directly Supervises

Program instructors, part-time seasonal staff and volunteers.

Duties and Responsibilities

Initiate, plan, organize, prepare budget and direct comprehensive community recreational operations, special events and activities, and evaluate the effectiveness of programs and recreational needs of the community.

Oversee the operation of recreation programs including the scheduling of events and activities; scheduling of facilities and supervising and training staff.

Oversee and/or perform recruitment, selection, orientation program and training for seasonal staff, program instructors, camp coordinators and camp counselors and camp staff, entertainers for youth and adult programs and events, and program volunteers.

Coordinate and supervise various sports leagues, summer camps and special events and provide training or education as appropriate.

Coordinate and supervise recreational basketball program. Perform recruitment, selection, and training for seasonal basketball staff members.

Promote proactive, customer — focused services; respond and follow up with constituent complaints and concerns; refer unusual issues to appropriate departments or agencies.

Provide information, support, and assistance to the public and the media.

Develop and disseminate department public information materials including brochures, web sites, and press releases.

Assist with community center room reservations for Town and outside agencies.

Assists with preparation of payroll for seasonal/part time employees.

Administer the online recreation software; ensure accurate recordkeeping of all program statistics, expenses, and revenues. Safeguard confidentiality of participant information.

Assure safe working conditions for employees through training programs as required by State and Federal Agencies.

Consistent on-site office/work and on-time attendance is essential for this position. Performs other related duties as assigned.

Assists with the formulation of the department's annual budget and assists to monitoring throughout the year.

Other Functions

Perform similar or related work as required, directed, or as situation dictates.

Continue professional development and keep current with recreational trends.

Assist other department staff as needed to promote a team effort to serve the public.

Required Knowledge, Skills and Abilities

Thorough knowledge of the principles and practices of municipal recreation programming, scheduling and administration.

Ability to develop short term and long range plans for programs and activities, and to implement and evaluate such programs and activities.

Ability to establish and maintain effective working relationships with Town staff and officials, the public and the media;

Ability to handle multiple projects and programs at one time; ability to assign, train, and supervise programs, instructors, volunteers, and staff, including aquatics and camps;

High level of customer service skills; excellent verbal and written communication skills, including trouble shooting and problem solving;

Strong project management, administrative and organizational skills;

Strong computer skills and knowledge of MS Office including Excel;

Ability to work flexible hours to accommodate diverse program needs including working nights, weekends and holidays/holiday weekends

Required Equipment Operations

Ability to operate standard office equipment including but not limited to telephone, copy machine, computer and standard office software including Microsoft Word, Excel, PowerPoint, Microsoft Access and Outlook, and RecDesk or similar software.

Special Requirements

Must have and maintain a valid CT Driver's license.

Required Physical Effort

Must be able to sit at a desk or stand or move within the building and facilities and work continuously for extended periods of time; physically inspect and supervise operations, construction and maintenance activities in parks, and specialized recreation and park facilities. Works outside on occasion in all weather conditions. Lifting and carrying up to 20 pounds of supplies, equipment, and files without assistance. May set up rooms and equipment for programs.

Qualifications (Minimum)

Graduation from college with a B.S. degree in Recreation or Leisure Services, with 3 — 5 years of recreation and aquatics experience in organizations similar to municipalities, including supervisory experience; or any equivalent combination of education, experience and training.