



## **Town of Madison Vacancy Announcement Recreation Supervisor**

**Hours of Work:** 35.5/week.

**Salary:** Grade 8: \$49,533 - \$69,393

The Town of Madison is accepting applications for the position of **Recreation Supervisor**. This position is located in the Beach & Recreation Department. Completed applications must be received by the Human Resources Department. Application forms may be obtained on the website at [www.madisonct.org](http://www.madisonct.org).

**Position Purpose:** Recruits, interviews and supervises instructors and volunteers; provides instruction and training; plans, coordinates, schedules, assigns and review work; allocates personnel; maintains standards and evaluates performance. Provide programming, as dictated by policy, for year round activities, classes, trips and events; manages programs; advertises, acquires space. Submits budget recommendations for programs; monitors program budgets. Schedules and monitors field trips and performances; chaperones events. Develops, advertises and promotes recreational, social and cultural activities and programs; designs, prints and distributes brochures, flyers and news releases. Prepares statistical and narrative reports on programs, activities and staff. Prepares and reviews employee time cards. Prints, reviews and distributes program rosters to instructors. Administers the department's Before and After School Program. Maintains enrollment records. Develops and maintains relationships with Madison Public Schools Principals and staff. Coordinates and executes monthly accounts receivables for the program. Provides continual communication with parents, keeping them abreast of issues as they arise. Performs other related functions as assigned or required.

**Minimum Training and Experience Required to Perform Essential Job Functions:** Bachelor's degree in Recreation with one (1) year of recreation program supervisory and management experience or any combination of education and experience that provides equivalent knowledge, skills and abilities. Candidate must possess a Connecticut driver's license and be able to successfully complete a complex background investigation.

The Town of Madison provides reasonable accommodation to persons with disabilities in accordance with the American with Disabilities Act (ADA). If you need accommodation in the application process, please contact the Human Resources Department prior to the closing date.

**AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER**

February 20, 2024 Posted date