

**Town of Monroe
Job Description**

POSITION TITLE: Recreation Supervisor
DEPARTMENT: Parks & Recreation Department
DIRECT REPORT: Director of Parks & Recreation
SUPERVISOR UNION: 40 hours per week

JOB SUMMARY:

Develops, coordinates, implements and supervises community recreational and park programs. Advises the Director of Parks and Recreation in the planning of departmental programs and activities.

ESSENTIAL DUTIES & RESPONSIBILITIES:

- Development and management of town recreational programs according to a planned schedule
- Shall direct, manage and supervise town aquatic programs and facilities including the hiring and supervision of seasonal staff
- Assists in the development of policies and procedures: be responsible for the enforcement and management of assigned programs
- Develop schedules and special events and prepares public relation materials to support such programs
- Reserves athletic fields and indoor spaces as required through coordination with school personnel and other town agencies
- Assists Director in Budget preparation and recommends fee schedules and expenditures in accounts for assigned programs
- Researches opportunities for external funding of programs from Non Governmental Organizations, foundations and grants. May administer grants as approved by Director
- In coordination with the Director of Parks and Recreation develop marketing strategies and techniques to support and develop programs

EXPERIENCE/QUALIFICATIONS:

- Considerable knowledge and skill in executing and administration of the principles and practices of recreation and aquatic programming
- Knowledge of design, layout, care and maintenance of recreational and aquatic areas
- Ability to identify customer needs and assist in the design and development of programs to meet these needs
- Knowledge of management, marketing, sales, and effective communication practices and techniques
- Proficiency in using Windows based computer programs including word processing, spreadsheets, and presentation software
- Basic understanding of Website fundamentals and navigation
- Ability to prepare and coordinate marketing and promotional materials

- Ability to work with the Director to develop effective presentations for individuals and groups
- Ability to follow complex oral and written directions
- Ability to maintain complex records and databases and to prepare reports from same
- Ability to establish and maintain effective working relationships with potential customers, program participants, associates and the general public.
- Ability to effectively communicate verbally and in writing
- Ability to interface and problem-solve with the public
- Must be a self-starter
- Ability to supervise, train and evaluate employees
- Ability to maintain strict confidentiality

PHYSICAL DEMANDS:

While performing the duties, the employee is required to stand, walk, and sit. Must have the ability to reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl. Must be in good physical fitness, strength and stamina to perform required duties, and are expected to maintain such physical fitness to be able to perform the duties.

The employee must be able to lift and or move up to 75 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and the ability to adjust focus. These requirements can be satisfied with appropriate prescription glasses/lenses.

EXPERIENCE & TRAINING:

The candidate should hold a Bachelor's degree in Parks and Recreation Administration, Leisure Services Management, Public Administration or a closely related field with at least three (3) years experience in community recreation, park programming or a closely related field.

LICENSES/CERTIFICATIONS:

CPR, First Aid, American Red Cross Lifeguard, American Red Cross Water Safety Instructor or equivalent certifications, Valid CT Driver's license

January 2017 – Revised
Reviewed: December 2017

Craig Hirsch, Director of HR