

TOWN OF GROTON
Program Supervisor – Recreation
Parks and Recreation Department

POSITION RANGE: \$61,704 – 70,879/annum

The Town of Groton, Connecticut is looking for a Program Supervisor to support Recreation Division programming. This position will focus on planning and implementing recreation programs and special events that engage a diversity of communities within Groton. The Groton Parks and Recreation Department includes four divisions which include Thrive 55+ Active Living Center: Powered by Groton Senior Center, Recreation Services, Shennecossett Golf Course, and Parks & Trails. This is a union, exempt, full-time position.

Groton is located on the shoreline in southeastern Connecticut and is home to a diverse community that celebrates inclusivity. The Town is active in economic development and diversification, and is conveniently located midway between New York and Boston. Groton boasts diverse educational options, historic sites, attractions, and outdoor spaces, for a balanced quality of life.

The Town of Groton is an Equal Opportunity Employer and values diversity at all levels; it is committed to creating an inclusive environment for all employees, and encourages all individuals to apply.

The total rewards package for this position includes the following:

- Health and Dental Insurance
- Employer HSA contribution
- Traditional Defined Benefit Pension
- Optional Roth IRA or 457 Plan
- Employer paid life insurance
- Tuition reimbursement
- Employee Assistance Program
- Wellness activities and resources
- Generous accrued leave time (Vacation and Sick)
- 13 Paid Holidays
- Professional Development Opportunities
- The Town is an eligible Public Service Loan Forgiveness employer

POSITION OVERVIEW

Under the direction of the Manager of Recreation Services, performs a variety of tasks that supports program development and implementation. These tasks include, but may not be limited to, program scheduling; establishing work priorities to support schedule; developing recreational, social, cultural and health and wellness related programs, including budget and personnel needs. The Recreation Supervisor reviews and evaluates the success of programs and makes recommendations for program improvement. Preparation of marketing and promotional material, as necessary, including booklets, news releases and brochures. The Recreation Supervisor may also facilitate activity and event planning with public and private organizations, develop public interest in recreational programs by speaking to individuals and groups, provide program oversight regarding resources, equipment and programs and maintain an inventory of program equipment and supplies, as needed.

REQUIRED QUALIFICATIONS

The successful candidate will have considerable knowledge of modern recreation principles, practices and trends, and ability to apply in the administration of large-scale recreation programs including concert series, 5k road races and a parade. Considerable knowledge of organizing activities and supervision of volunteers. Must have the ability to train and supervise part-time and seasonal staff, and possess effective communication skills.

The skills and knowledge required would generally be acquired with an Associate's Degree in Recreation, Parks and Recreation Administration, or some closely related field, and five (5) years related experience which includes some administrative responsibility. A Bachelor's Degree and two (2) years of related experience may be substituted.

Criminal background, drug testing, and driving record checks required prior to employment.

REQUIRED CERTIFICATIONS/LICENSES

Valid Motor Vehicle Operator's License and First Aid training.

SELECTION PROCEDURE

Review and screen of applications/resumes with best qualified candidates eligible for oral examination(s).

APPLICATION PROCEDURE

Applications are available at the Human Resources Office, Groton Town Hall, 45 Fort Hill Road, Groton, CT 06340 or at www.groton-ct.gov Applications must be returned on or before **August 13, 2024**.



Arnetia Green
Director of Human Resources/Risk Management

Individuals with disabilities who will need reasonable accommodation to complete the selection process should inform the Human Resources Office as soon as possible. Documentation supporting the need for this accommodation may be required.