



JOB OPPORTUNITY ANNOUNCEMENT

Announcement Date: June 12, 2025

Job Title: Recreational Supervisor

Hours of Work: 37.5 hours per week, pursuant to the collective bargaining agreement.

Position Purpose:

The purposes of this position are to plan, organize, and supervise various recreation programs for the community including youth sports, camps, after school and weekend activities. Also evaluates the needs of the various populations served and seeks out new ideas and methods to provide the appropriate services. The Recreational Supervisor is required to exercise independent judgment in administering and managing programs and is responsible for maintaining and improving upon the efficiency and effectiveness of all areas under his/her direction and control. The recreation supervisor is responsible for hiring of seasonal and part-time staff for after school, weekend and summer camps.

Overall Responsibilities Include:

- Organize, implement, advertise and register participants for recreational activities for a broad population. Emphasis is on youth sports, camps, after school and weekend activities.
- Maintain accurate and detailed listing of all current program participants. Ensure all program leaders and participants have first aid supplies, T-shirts and uniforms, and that their areas are safe, secure and playable. Complete school building use requests, coordinate with school staff and confirm that buildings will be open for programs. Secure parents' signatures for necessary release forms.
- Maintain program equipment inventory; project required replacements and supplies for purchase through the Enterprise Fund.
- Deposit program checks in ledger form. Separate checks by program on bank deposit tickets or tracks all revenues received by program and fund accounts
- Ongoing collaboration with administrative assistant regarding the status of program registrations.
- Determine how programs will be run, staffed and managed. Help to evaluate effectiveness and popularity of recreational programs by reviewing financial data, participation levels and overall program success. Prepare reports for the Parks and Recreation Commission or attend meetings in person, monthly.

- Perform recruiting services for part-time and seasonal employees; conduct employee orientation sessions as needed. Manage employee training and safety certifications for camp directors and supervisors. Prepare payroll for assigned programs.
- Assist administrative assistants with answering incoming phone calls and registrations, particularly during busy seasons. Test program registration sections prior to registrations.
- Supervise, train, assign work, counsel and evaluate employees, including seasonal camp directors, sports supervisors, coaches and referees.
- Maintain state requirements for volunteer coaches, background checks.
- Fill in for program instructors in the event of an emergency or need.
- Comply with OSHA laws.

Minimum Qualifications:

Education, Training and Experience:

The qualifications required would generally be acquired with a Bachelor's Degree in Recreation or some closely related field and 1-3 years of recreation experience, or any equivalent combination of education, work experience and training. Educational focus on programming is strongly preferred. Experience as a referee and/or umpire desired.

Special Requirements:

Must have and maintain: A valid driver's license, Certification in First Aid/CPR/AED.

Starting Salary: Promotional Rate is \$38.10 per hour with benefits pursuant to the collective bargaining agreement.

How To Apply: Town Hall Employees Union employees who wish to apply for this position must email a cover letter of application and resume within the prescribed time limit at spaez@westonct.gov.

Any questions on the position opening or minimum qualifications must be directed to the Human Resource Manager.