

PROGRAM SUPERVISOR

Position Purpose:

The purpose of this position is to develop, promote, initiate, supervise and otherwise conduct a wide variety of age appropriate passive, active and developmental recreation programs and other programs offered by or under the direction of the Hebron Parks and Recreation Department. A Program Supervisor is responsible for maintaining and improving the efficiency and effectiveness of all areas under their direction and control.

Supervision:

Supervision Scope: Performs responsible duties requiring a high level of initiative and judgment in developing, planning, supervising and implementing the department's programs, activities and services, and supervising program volunteers, part time and other personnel; formulates, recommends and implements decisions regarding policies, procedures, and operations.

Supervision Received: Works under the general direction of the Parks and Recreation Director and according to professionally accepted and department policies, procedures and practices. The position is subject to review and evaluation according to the Town's personnel policies and procedures.

Supervision Given: A Program Supervisor is responsible for the supervision of all programs and staff within their assigned areas of responsibility and other programs and staff in the absence of other Program Supervisors or the Parks and Recreation Director.

Job Environment:

Work is performed indoors and outside under all prevailing weather conditions and according to assigned work schedules including week days, weekends and holidays. The work involves supervising and being physically able to participate in a broad range of passive and active recreation programs. It involves the operation of manually controlled, electronic, motorized and/or other powered equipment incidental to recreation programming requiring physical dexterity and communication skills. The nature of the work performed or the work environment may be hazardous requiring a working knowledge of relevant job safety practices, the use of safety equipment and enforcing compliance with industry standard safety procedures and precautions.

Essential Functions:

(The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)

- Develops, plans, promotes, administers, enlists participation in and supervises community active and passive recreation programs including relevant program operational policies and procedures; assists in the development of program marketing materials.

- Assists in retaining and training seasonal and other recreation department employees and contractors; establishes employee/contractor program and other job related objectives and expectations; provides effective and otherwise appropriate employee/contractor and program supervision; evaluates employee and program performance and effectiveness in relation to program objectives.
- Provides for the safe conduct of Town of Hebron active and passive recreation programs; provides for the adequate protection and appropriate use of property, materials, equipment and supplies used in recreation programs.
- Plans for and timely purchases program materials and supplies according to the Town's purchasing policies and procedures.
- Assists the Director in appropriately managing the Department's financial resources, both revenues and expenditures, to achieve financial objectives.
- Promotes positive public relations with the public and with public, private, voluntary and commercial agencies sponsoring and/or co-sponsoring activities and programs with the Department.
- Prepares, presents and discusses periodic reports to the Director and otherwise as directed.

Other Functions:

- Publicizes programs and activities utilizing appropriate methods and media.
- Performs similar or related work as required or as the situation dictates.

Physical and Mental Effort:

While performing the functions of this job, the employee is required to sit, stand, stoop, walk and run for varied durations; is frequently required to talk and listen; uses hands to finger, handle, or feel objects, tools, or controls; reaches with hands and arms; kneels and bends to work on projects or with equipment and tools; specific vision abilities required include close, color and distance vision, peripheral and depth perception and the ability to adjust focus; ability to operate motor vehicles, tools and office and recreation equipment efficiently in a skilled manner; ability to lift up to 50 lbs. and over 50 lbs. with assistance; must be able to hear normal sounds, distinguish sound as voice patterns and communicate through human speech using commonly understood American English.

Minimum Required Qualifications:

Education Training and Experience:

Five years experience in recreation, athletics or a closely related field. College training in recreation management or similar major may be substituted for general experience on the basis of fifteen semester hours equaling one half year of experience to a maximum of four years for a Bachelor's degree. Must have some experience conducting and supervising recreation programs or work of a like or similar nature; prior public recreation experience is preferred; a working knowledge of recreation program software is preferred; or any equivalent combination of education and experience. Within the first six (6) Months of employment required to get first aid, CPR, blood borne pathogens and medical administration training.

Special Requirements:

A person in this position must have and maintain a current valid motor vehicle operator's license; A person in this position must be able to pass a background check and maintain a history free of any criminal convictions; is required to take and successfully complete additional training in recreation programs, tools and equipment, and safety policies and procedures; must be able to work evenings, weekends and some holidays as assigned

Knowledge, Ability and Skill:

Knowledge: A strong working knowledge of the theories, principals and practices of current recreation program planning, administration, supervision, promotion and control; a working knowledge of the principals and practices of business and public administration as this knowledge relates to active and passive recreation; knowledge of current first-aid skills, CPR, medical administration, and blood borne pathogens.

Ability: An ability to communicate orally and in writing clearly and concisely; ability to develop, administer, coordinate, supervise and analyze the effectiveness and appropriateness of recreation programs, participants, officials and other facilitators; an ability to evaluate the appropriate use and acquisition of materials, tools, equipment and facilities relative to the conduct of related recreation programs; an ability to develop and maintain effective and appropriate working relationships with the public, employees, contractors, suppliers and program participants; an ability to effectively and appropriately evaluate and make operational judgments regarding recreation programs, facilities, materials, equipment, supplies and the involvement of participants, parents, other public officials or employees and spectators; must develop and maintain an ability to work effectively with the Recreation Department's computer applications and business procedures.

Skill: Has highly developed skills in the development, initiation, promotion, supervision and conduct of a wide variety of age appropriate active, passive and developmental recreation programs; is proficient in the use of standard office equipment and in the use of Microsoft Office 365 © office automation applications and in particular Word and Excel.

(This job description does not constitute an employment agreement between the employer and the employee. It is used as a guide for personnel actions and is subject to change by the employer as the needs and requirements of the job change.)