

Town of Ellington Position Description

TITLE:	Recreation Supervisor	STATUS:	Exempt
DEPARTMENT:	Recreation	CLASSIFICATION:	E-3
SUPERVISED BY:	Director of Recreation/ Assistant Recreation Director	BARGAINING UNIT:	N/A

OBJECTIVES

Under the general supervision of the Director of Recreation and Assistant Director of Recreation, assists in the coordination and oversight of a comprehensive public recreation program for the community. Coordinates, implements, evaluates, and leads recreation programming, marketing, and departmental support. This position requires a high degree of time management and flexibility, including frequent evening and weekend work.

ESSENTIAL FUNCTIONS

Independently manages all aspects of assigned programs, including youth and adult sports, waterfront/lifeguard operations, summer camps, day trips, special events, and other programs as assigned.

Provides on-site supervision for assigned programs and events, including evening and weekend activities, summer camps, and waterfront operations.

Recruits, schedules, supervises, trains, and evaluates seasonal and part-time employees and assists with related payroll functions.

Performs administrative functions, including participant registrations, preparation of statistical and narrative reports, and other departmental support as needed.

Manages program supplies, equipment, inventory, and storage for assigned program areas.

Develops and coordinates departmental marketing and public relations materials, including brochures, flyers, press releases, posters, email communications, website content, and social media.

Manages the Department's website, registration program, and social media presence, ensuring information is accurate, current, supports departmental objectives, encourages community engagement, and maintains a positive public image.

Reviews and evaluates programs and makes recommendations regarding continuation or cancellation; participates in developing and implementing short- and long-term program and special event goals and objectives.

Investigates and resolves procedural, operational, and other work-related issues; responds to public questions and complaints, explains Department policies, enforces Department rules and policies as appropriate, and keeps the Director informed of significant issues and trends.

Attends educational conferences and other professional development opportunities to remain current.

Performs additional job functions, tasks, and duties as necessary and/or requested.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of the principles and practices of recreation and leisure services administration, and related public administration.

Knowledge of recreational, cultural, and social needs of a community.

Effective oral and written communication skills and ability to prepare and present statistical and narrative reports in oral and written form.

Ability to communicate effectively with individuals of various ages and abilities.

Ability to provide clear instruction, relay safety protocols, motivate staff and participants and maintain safety.

Ability to work both independently and in a team environment.

Knowledge of social trends and indicators and their impact on recreation policy.
Ability to plan short-term and long-term recreational programs.

Ability to effectively recruit, assign, train and supervise assigned personnel.

Ability to establish and maintain effective working relationships with supervisors, employees, other agencies, and the public.

Ability to maintain confidential records and information.

Ability to operate department computer with software applications.

REQUIRED EQUIPMENT OPERATION

Operates a motor vehicle, recreation equipment, personal computer, and standard office equipment.

REQUIRED PHYSICAL EFFORT

Sitting at a desk, walking or standing at a specified work area and performing required work tasks continuously for extended periods of time; traveling continuously and frequently to recreation service program sites; physically inspecting and supervising the operation and maintenance of recreation facilities; moving boxes and equipment; occasionally required to move and/or lift up to twenty-five (25) pounds; drives a motor vehicle.

REQUIRED QUALIFICATIONS (Minimum)

Graduation from an accredited college or university with a Bachelor's degree in Recreation or Leisure Studies with three (3) years of related experience, or equivalent combination of education, training, and experience. Current ARC Lifeguard Training Certificate (LGT) or ability to obtain the certification within 6 months of initial hire, and (WSI) certification within 1 year of initial hire.

PREFERRED QUALIFICATIONS

American Red Cross Lifeguard Training Certified (LGT)

American Red Cross Water Safety Instructor (WSI)

First Aid/CPR/AED

Must possess a motor vehicle driver's license valid in Connecticut.

BOS APPROVED: 07/12/2021

BOS REVISED: 03/14/2022

BOS REVISED: 07/08/2024