

TOWN OF CANTON

TITLE: Program Supervisor

CLASS: Part-Time

DEPARTMENT : Parks and Recreation

DATE : August 15, 2007 BoS Approved

POSITION DESCRIPTION

Under the supervision by the Director of Parks and Recreation, develops, coordinates and supervises a variety of comprehensive community recreation, social, health and wellness, and cultural programs for all age groups.

ESSENTIAL JOB FUNCTIONS (EXAMPLES)

- ? Plans, initiates, administers, evaluates and coordinates a comprehensive community recreation programs for all age groups (including but not limited to Senior Citizens and Teens) to meet community needs and interests.
- ? Establishes schedules of activities and arranges facilities for programs.
- ? Assists in recruiting, hiring, training, supervising and evaluating part time, seasonal employees, volunteers and program instructors.
- ? Organizes and schedules leagues and special events.
- ? Maintains records and prepares reports on recreation programs.
- ? Orders program supplies and equipment.
- ? Assists with budget preparation and administration of program budget.
- ? Oversees collection of fees from programs, pool, and facility rental and prepares deposits.
- ? Assists in supervision of aquatic staff and programs.
- ? Handles public relations including program brochures, fliers, press releases, posters, and speeches. Represents the Director in his/ her absence or at functions and meetings.
- ? Reviews and evaluates the success of programs and makes recommendations for continuation or cancellation.
- ? Prepares statistical and narrative reports to the Director.
- ? Coordinate activities with public and private organizations.
- ? Develop public interest in recreational programs.
- ? Maintain an inventory of program equipment and supplies.
- ? Develop and implement short and long-term goals and objectives for program areas.
- ? Monitors and evaluates recreational programming and work-related conditions to determine compliance with prescribed operating, safety regulations and Department guidelines.
- ? Resolves procedural, operational and other work related problems by communicating with and responding appropriately to a demanding and diverse public in answering questions, explaining Department policies and handling complaints.
- ? Conducts research and analyzes information and data to evaluate programs and provide recommendations to Director.
- ? Attend events and programs as needed to enforce Department rules and policies.
- ? Performs related work as required or requested by the Chief Administrative Officer and/ or his/ her designee.
- ? May assume the Director's responsibilities during the Director's temporary absence.
- ? Provide programming, administrative, and operational assistance to the Senior Services Coordinator. Such assistance shall be under the supervision of the Senior Services Coordinator.
- ? May perform additional job functions, tasks and duties as necessary and/ or requested.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- ? Commitment to excellence in customer service.
- ? Knowledge of philosophy and objectives of municipal recreation administration.
- ? Knowledge of methods and techniques involved in researching, planning, organizing, implementing, programming, supervision and evaluating a variety of recreation programs and activities.
- ? Knowledge of policies and procedures relating to budgeting, staffing and directing recreational activities.
- ? Knowledge of procedures, methods and techniques used to determine and evaluate the recreation needs and interests of the community and of community recreation programs and organizations.
- ? Knowledge of facility and program development, and safety practices relating to recreation programs and activities.
- ? Ability to develop and implement innovative and interesting recreation activities and programs.

- ? Ability to listen well, communicate effectively and establish effective working relationships with civic groups, employees and officials, program participants and the general public having a variety of educational backgrounds and values.
- ? Ability to initiate, organize and follow through on comprehensive programs and projects.
- ? Ability to communicate effectively, both orally and in writing.
- ? Ability to act calmly and effectively in emergency situations.
- ? Ability to supervise, develop and monitor budgets.
- ? Ability to prepare administrative reports in a clear, logical manner.
- ? Ability to collaborate with other public agencies on programs at a local, regional, state and national level.
- ? Ability to interpret and apply regulations, policies and procedures.
- ? Proficient with word processing, presentation, spreadsheet and e-mail software.
- ? Knowledge and ability to analyze problems and develop and implement programs and activities to address these problems.
- ? Knowledge of recruitment, selection, training and supervision of personnel and contractual services.
- ? Ability to perform basic mathematical computations.
- ? Knowledge of Federal, State and local laws, ordinances and policies relating to various municipal government programs and operations.
- ? Considerable knowledge of municipal accounting principles and procedures.

REQUIRED PHYSICAL AND MENTAL EFFORT AND ENVIRONMENTAL CONDITIONS

- ? Regularly required to communicate effectively.
- ? Frequently required to walk; sit; use hands to finger, handle, or feel; and reach with hands and arms.
- ? Occasionally required to stand; climb or balance; stoop, kneel, crouch or crawl.
- ? Must regularly lift and/ or move up to 10 pounds and occasionally lift and/ or move up to 50 pounds.
- ? Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus.
- ? Required to visit off-site locations on a regular basis.
- ? May require additional hours beyond regularly scheduled work day (evenings and weekends).
- ? Works in office setting subject to continuous interruptions and background noises.
- ? Work may include extended periods of time viewing a computer video monitor and/ or operating a keyboard.
- ? Communicate effectively with individuals in person and over the telephone.
- ? Exposure to video display terminals on a daily basis.
- ? Ability to work under stress from contact with public, demanding deadlines and changing priorities and conditions.
- ? Ability to file letters, correspondence, reports, etc. in file cabinet drawers ranging from 1' to 7' from the floor.
- ? Ability to move throughout the Town, Town Hall and other Town buildings and sites.
- ? Frequently exposed to outside weather conditions.

ACCOMODATIONS: Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this position.

REQUIRED MINIMUM QUALIFICATIONS

- ? The skills and knowledge required would generally be acquired with a Bachelor's Degree from an accredited college or university in Parks and Recreation Administration or a closely related area, with two (2) years of increasingly responsible work experience in a related field; OR an Associate's Degree from an accredited institution in Recreation, Parks and Recreation Administration, or a closely related field and four (4) years related experience which includes some administrative responsibility. Experience in Aquatic Management and Red Cross Aquatics Program desired.

LICENSE OR CERTIFICATE:

- ? Must possess a valid Connecticut Motor Vehicle Operator's license and vehicle for performance of job functions.

Note: The above description is illustrative only. It is not meant to be all-inclusive.

I understand that nothing in this position description restricts the Town's right to assign or reassign duties and responsibilities to this job at any time. I also understand that this position description reflects the Town Administration's assignment of essential functions; it does not prescribe nor restrict the tasks that may be assigned. I further understand that this position description may be subject to change at any time.

I have reviewed this document and I fully understand the nature and purpose of this position description and its related duties.

Employee

Date