Title: Recreation Supervisor
Department: Leisure, Families and Recreation
Reports To: Assistant Director of Recreation

NATURE OF WORK
Under general supervision of Assistant Director of Recreation, performs responsible work in developing, implementing and supervising recreation program activities including department and Town sponsored special events such as Christmas in April or Heritage Day, etc.

ESSENTIAL JOB FUNCTIONS
Plans, implements and supervises a variety of programs which may include, but is not limited to: aquatics, recreation center activities, open gym, outdoor activities, organized sports, summer playground/camp, preschool classes and activities, cultural activities, instructional classes and both Department and Town sponsored special events. Responsibilities include budget development, managing expenditures and revenues, promoting programs, organizing, supervising and evaluating programs. May be asked to assess the need for new programs, make recommendations concerning new programs and develop new program activities.

Selects, supervises and evaluates part-time staff, including recreation leaders and clerks, playground/camp leaders, skating supervisors, skilled instructors and clerical employees. Schedules work, approves payroll and provides orientation and training as needed.

Publicizes programs for which responsible. May participate in general publicity drives for department as a whole. Prepares sections of departmental budget relating to assigned center or programs. May be responsible for monitoring revenues and expenditures to ensure self funding. May inventory supplies and prepare bids for material and supplies.

Provides a wide variety of information and assistance to the public relating to recreation programs; responds to complaints and problems. Prepares a variety of reports on programs, activities, facilities, etc.

May conduct maintenance and safety checks of program areas and report problems; plans and schedules center use by recreation programs and civic groups; supervises center activities.

May assist in the implementation or supervision of organized sports programs by setting up team lists, schedules, uniforms and equipment as assigned.

OTHER JOB FUNCTIONS
May personally conduct classes on recreation activities or related topics as directed by supervisor or based on department needs or serve as referee, umpire or other official as needed.
May be requested to attend public meetings of recreation advisory boards or the Board of Directors to explain programs, budget requests or other matters as directed. May chair committees and supervise completion of Town-sponsored special events.

Performs related tasks as assigned or as necessary.
Recreation Supervisor (cont.)

DESIRABLE KNOWLEDGE, SKILLS AND ABILITIES
Knowledge of recreation and leisure services programs such as arts, crafts, sports and special events which are used in a public recreation program. Knowledge of basic first aid skills. Ability to plan, develop, promote and implement recreation programs. Ability to communicate clearly and concisely, both orally and in writing. Ability to plan, assign and supervise the work of others.

Ability to establish and maintain courteous, effective working relationships with civic groups, the public and other Town employees and officials.

Knowledge of aquatics, sports and playground equipment and athletic field maintenance.

PHYSICAL AND MENTAL EFFORT/ENVIRONMENTAL AND WORKING CONDITIONS
Able to push/pull objects less than 20 lbs. and lift objects weighing more than 50 lbs. Must be mobile and able to perform moderately difficult manipulative skills. Able to sit and/or stand for prolonged periods of time. Able to perform gross body coordination activities and tasks which require hand-eye coordination.

Able to see objects far away as in driving; and closely as in reading a report. Able to hear normal sounds with some background noise and able to communicate through human speech.

Ability to work in a professional manner with co-workers, customers and the public at large.

Able to concentrate on fine detail with constant interruption. Needs to attend to task/function for more than 60 minutes at a time. Able to understand and relate to specific ideas, generally several at a time and to understand and relate to the theories behind several related concepts. Able to remember multiple tasks/assignments given to self and others over long periods of time. Exposure to electro-magnetic radiation as in computer screens.

MINIMUM TRAINING AND EXPERIENCE
Bachelor's degree in recreation or closely related field required. Two (2) years' experience working in a public recreation program preferred. Possession of valid Connecticut motor vehicle operator's license required.

THE ABOVE DESCRIPTION IS ILLUSTRATIVE. IT IS INTENDED AS A GUIDE FOR PERSONNEL ACTIONS AND MUST NOT BE TAKEN AS A COMPLETE ITEMIZATION OF ALL FACETS OF ANY JOB.

Approved, Board of Directors: May 4, 1999, Action: 144-99
Rev. November 18, 2015