



**PROGRAM SUPERVISOR - PARKS AND RECREATION
JOB DESCRIPTION**

JOB TITLE: Program Supervisor	CLASSIFICATION: Professional	IMMEDIATE SUPERVISOR: Recreation Superintendent
PAY GRADE: 122	DEPT: 7210 Recreation	STATUS: <u>FT</u> <u>PT</u> <u>EXEMPT</u> <u>NON-EXEMPT</u> BARG UNIT <u>NON-BARG UNIT</u>

JOB SUMMARY: Performs responsible professional work in planning, coordinating, supervising and implementing a variety of recreation programs at Village recreation facilities.

SUPERVISION EXERCISED: Facility Attendants, Camp Director, Counselors, Program Coordinators, Custodian, Administrative staff, contract sport providers, independent contract staff for recreation programs, and volunteer staff as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Plans, organizes, directs and supervises Village wide recreation and cultural programs in multiple locations within the Village.
- Assists the Recreation Superintendent with identifying community recreation needs, recommends and initiates programs with new program ideas and implementation of them.
- Prepares and implements public relations program, including community promotions, press releases and special events. Communicates with Social Media staff to keep information current on media sites and promote recreation programs and events.
- Oversees daily use and maintenance of facilities, including but not limited to program and activity scheduling and staffing.
- Monitors payroll for direct reports, approving overtime, personal leave requests, call outs, and coordinates staffing coverage with Recreation Superintendent. Assists in recruiting, selection, interview and hiring of staff.
- Supervises staff and recommends disciplinary action when needed and assists in performance reviews.
- Investigates, documents and reports accidents or incidents accordingly.
- Assists the Director and Recreation Superintendent in preparing departmental budget, policies and procedures.
- Monitors budget spending for program supplies and staffing following proper fiscal procedures.
- Acts as a liaison to the community, works with civic organizations, schools, primary providers and other agencies.
- Responds to and resolves complaints with citizens and public officials.
- Recruits instructors, employees and volunteers; conducts in service training programs.
- Assists with planning and supervising youth, adult, senior, instructional classes, summer camp, after school, team athletics, and specialty programs.

- Attends special events off site or in the Village's facilities.

OTHER DUTIES:

- Performs other related duties as required.

DESIRED MINIMUM QUALIFICATIONS:

Education and Experience:

- Bachelor's degree in recreation and/or park administration, or related field,
- Minimum three (3) years progressively responsible leisure services experience, including supervisory,
- Any related combination of training and experience.

Knowledge, Skills and Abilities:

- Thorough knowledge of the principles, practices and techniques of recreation administration and programming.
- Skills in at least one area of recreation activity programming, public relations, and facilities management.
- Ability of effectively communicate orally and in writing.
- Ability to establish and maintain effective working relationships with other employees, a variety of populations, and the general public.
- Ability to respond to common inquiries and complaints from citizens, businesses, and civic groups.
- Ability to write and make presentations and reports.
- Ability to define problems, obtain information, interpret instructions, and make recommendations.

SPECIAL REQUIREMENTS:

- Valid Florida State driver's license, or ability to obtain one; No more than two moving violations within the last 12 month period; No more than six violation points within the last 24 month period.
- Certified Parks and Recreation Professional

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand, walk, sit, talk, hear, taste, smell, use hands to handle, feel or operate objects or tools, and reach with hands and arms. The employee is frequently required to climb, balance, stoop, kneel, crouch, or crawl.

The employee must regularly lift and/or move up to 20 pounds, frequently lift and/or move up to 50 pounds, and occasionally lift and/or move up to 50 pounds dead weight

with knees extended and bending from the waist. Objects include tables, chairs, podiums, benches, and other equipment. Specific vision abilities required by this job include close vision, distant vision, color vision, peripheral vision, depth perception, and ability to adjust focus. In addition, the employee must be able to rotate neck frequently, extend arms overhead frequently, and turn completely around from fixed stance.

TOOLS & EQUIPMENT USED:

Computer, phone, scanner, calculator, and commonly used equipment at parks and recreation facilities.

ENVIRONMENTAL CONDITIONS:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works in outside weather conditions, and may be exposed to wet and/or humid conditions, toxic or caustic chemicals, odors or fumes, dust, pollen, rain, traffic hazards, bright/dim light and temperature extremes. The noise level in the work environment is generally quite while in the office, and moderately noisy to loud when in the field.

SELECTION GUIDELINES:

Formal application, evaluation of education, training and experience; oral interview, criminal, DMV, background, credit and reference check; job related tests may be required. The Village is a Drug Free Workplace and an Equal Opportunity Employer.

The duties listed above 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.

The job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer as the needs of the employer and requirements of the job change.

HISTORY:

Revised: 10-21-08

Revised: 11-05-15

Revised: 09-25-19

Revised: 05-17-24