

PROGRAM SUPERVISOR

Departments: Recreation

Division: N/A

Appointing Authority: Mayor

Grade: 2

Revision Date: 9/08

Bargaining Unit: S

Definition:

Responsible for routine, semi-routine, general, and event driven administrative, clerical, supervisory and program duties in the operation of a municipal Recreation Department; including but not limited to plan, organize, promote, supervise, and evaluate a well rounded program of recreational activities and services designed to meet the needs of the community; all other related work as required that is logical to the position.

Supervision:

Works under the policy direction of the Greenfield Recreation Commission and the Mayor.

Reports to and works under the supervision of the Recreation Director.

Provides direction, supervision, and to evaluate up to twenty (20) staff, volunteers, and contractors associated with the operation of departmental programs.

Environment:

Varied work in a multi-task environment. Office duties are performed under typical office conditions. Operates standard office equipment. Noise levels are usually quiet to moderate but increase during scheduled departmental events and programs, are seasonal and enrollment dependent.

Performs varied and responsible administrative, clerical, and program operation functions requiring independent judgment to ensure compliance with applicable laws, rules, regulations, and departmental policies, procedures and methods.

May have access to and control of confidential records subject to non-disclosure or limited disclosure pursuant to law, regulation or policy.

Has frequent contact with employees, departments, boards and committees, state and federal agencies, outside organizations, vendors, contractors and the general public.

Errors in judgment and administration decisions may adversely impact operations, cause confusion or delay, cause an adverse impact on public opinion, or legal and financial repercussions, and lower standards of service to residents.

Essential Functions: (The essential functions or duties listed below are intended only as illustration of the various types of work that may be performed and are representative of those that must be met by an employee to successfully perform the essential functions of the job. 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.)

Works closely with the Recreation Director to assist in the planning, organizing and administration of year round and seasonal recreation and park programs, services and special events.

As assigned, assists Recreation Director to determine the recreational needs of the community; develop, organize, implement, and supervise programs and special events.

Monitor and oversee programs on a regular basis to provide support; assist with and/or solve problems and communicate with participants. As assigned, assumes authority and responsibility for the quality of work for part time employees. Recruits and organizes staff and volunteers

Maintains records of program participation and program evaluations making recommendations concerning program expansion; maintains accurate statistics and financial records for assigned programs; maintain an inventory of all recreational materials and equipment.

Provide information about programs and special activities by assisting with the development and distribution of promotional materials.

Maintain current information on trends and programming in recreation through participating in continuing education programs and professional associations

Maintains working relationships with local municipal officials, community organizations, the general public and professional associates; Assists with customer service duties and general office duties as required; Attends and reports at required meetings.

Perform all duties as assigned by the Recreation Director and oversee functions of the Department when the Director is absent.

Minumum Qualifications: Any combination of education and experience that would have provided the required knowledge and skills that enables performance of all aspects of the position is qualifying.

Education and Experience: Associates Degree in recreation, physical education, outdoor recreation planning, leisure services or related field; Bachelor's Degree preferred; 1-2 years supervisory experience in planning and conducting community recreation or sports related programs; experience with Windows computer operating system and programs; experience with database programs necessary.

Knowledge, Ability and Skill: Able to effectively communicate orally and in writing. Prepare, receive, and understand written material, whether by mail, facsimile, or email; ability to communicate clearly and concisely.

Able to work independently, solve problems, and convey a positive attitude to others. Possess the required knowledge, skills, and ability to perform position duties in a manner that will promote and assist the Department to achieve its goals. Ability to work efficiently and effectively under pressure such as deadlines or emergencies.

Knowledge of the principals and practices of current recreation programming philosophy and goals; skill in interpersonal social interaction settings; knowledge of program management,; knowledge of personnel procedures; ability to effectively market programs; ability to lead training as required.

Ability to be enthusiastic and to work effectively with staff, the public, participants, School District staff, community organizations and other contacts. Physical ability to lead, organize, participate, and train others in programs and activities.

Efficient with computer applications such as but not limited to: RecTrac, Word, Excel, and Publishing software; Ability to utilize various computer programs to produce graphics for marketing materials, statistical reports, written documents and Internet communication; knowledge of standard program evaluation.

Ability to relate to youth of all ages on a variety of issues and knowledge of their social and recreational needs. Ability to supervise personnel, volunteers, parents and youth leaders effectively and to delegate tasks efficiently.

Ability to deal with others in an effective and courteous manner on a daily basis; and enjoy working with and possess the skills to interact with children, young adults, and adults in a professional and friendly manner.

Ability to develop and maintain harmonious relationships with town officials, community organizations and the general public. Ability to plan, manage others, analyze, carry out projects, consult and offer advice, and facilitate groups, to meet pre-set deadlines; Must perform all aspects of job responsibilities with honesty and integrity.

Physical Requirements: Varying physical effort required under typical office conditions include regular sitting, talking, walking and mental concentration for extended periods; intermittent moderate effort required for tasks such as moving files, books or other departmental materials. Position requires the ability to operate a keyboard and view computer screens and the ability to adjust focus; hearing/speaking ability requirements include telephone duties and the ability to interact with others.

Require participation in outdoor activities, subject to inclement weather and extremes in temperature, high noise levels during events, and frequent attendance at evening or weekend outings or events. Ability to lift up to fifty (50) lbs; to exert physical effort in the set-up, take-down, or operations of events.

Special Requirements: Possess a valid Massachusetts Driver’s License; position requires a criminal records (CORI) and SORI check; must have flexibility as work schedule may include irregular hours, nights, weekends or varying schedules (including early morning or late night) depending on operational needs of the department; Certified Park and Recreation Professional certification (or must obtain within 12 months); CPR and First Aid Certifications highly desired, but not required

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

Approved:

s/ Dennis Helmus
Human Resources Director

9/5/08
Date
Revision History: Initial 3/07, 9/08

s/ Christy Moore
Recreation Director

s/ Christine Forgey
Mayor