



CITY OF WEST PARK JOB DESCRIPTION

JOB TITLE: Program Supervisor
DATE REVISED: October 28, 2016
REPORTS TO: Parks and Recreation Superintendent
STATUS: Non – Exempt (Salary Employee)

GENERAL SUMMARY:

Performs supervisory and participatory work in departmental planning, executing, and directing of assigned activities and programs. Executes recreational or historical programs, schedules, activities, contracts, special events, contracts vendors, supervises assigned staff, performs internal office administration functions, and fee collection. Work requires an understanding of the interests and characteristics of various age groups, and the ability to apply this knowledge in supervision of and participation in activities.

SUPERVISION RECEIVED & EXERCISED:

Works under the general supervision of the Superintendent of Parks & Recreation.

DUTIES AND RESPONSIBILITIES:

1. Plans, executes, and coordinates after-school programming, youth program special events, and on-going instructional courses.
2. Assist with the, training, safety, appraisal, and discipline of assigned personnel.
3. Communicates regularly with the general public; handles customer questions, complaints, and suggestions.

4. Oversees all program promotions; advertises in-house events, writes press releases, and designs flyers and brochures; creates and manages program event calendar/schedule.
5. Enforces recreational and facility policies, procedures and regulations as they affect the participating public and departmental personnel.
6. Performs basic administrative duties including written reports, memorandums, letters, and electronic correspondence, interaction with others, and communication through telephone and meetings.
7. Plans, organizes and implements youth after-school and related programming.
8. Ability to perform minor maintenance duties to keep facilities and grounds in a safe and clean condition for participants and spectators.
9. Maintains records and prepares reports as directed; issues and collects play equipment.
10. Enforces safety policies and procedures and may assist in the rendering of first aid in cases of minor injuries.
11. Responsible for all aspects of his/her site throughout the entire day to include educational, recreational, cultural, and any program fieldtrips.
12. Work directly with funded agencies to assure proper compliance of all required documentation and deadlines as directed through each individual program contract.
13. Performs related work as required.
14. Other duties as assigned.

MINIMUM QUALIFICATIONS REQUIRED:

Minimum Education and Experience: Bachelor's Degree required and minimum of five (5) years of experience with after-school/summer programming, physical education, children/adult recreational programs, or related field; or an equivalent combination of training, education and experience.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

1. Knowledge of the rules, techniques, and equipment requirements for various types of recreation, cultural, and/or historical activities for all ages.
2. Knowledge and understanding of activities in a community, historical, or recreation program, including facilities.

3. Ability to exercise judgment and discretion in applying and interpreting department rules, regulations, policies, and procedures.
4. Knowledge of the objectives and activities of social, recreational, or historical programs.
5. Knowledge of box office or similar operations and financial reporting.
6. Ability to maintain discipline and to solve disciplinary problems.
7. Ability to contribute effectively to the accomplishment of team goals, objectives, and activities.
8. Ability to plan, organize, and monitor social and leisure activities.
9. Considerable knowledge of modern governmental office practices, procedures, equipment, and standard clerical and accounting techniques.
10. Ability to make recommendations and to use resourcefulness and tact in solving new problems.
11. Ability to plan, organize, direct, and appraise the work of assigned personnel.
12. Ability to prepare effective correspondence on routine matters and to perform routine administrative functions without referral to supervisor.
13. Analytical and research skills; ability to ascertain priorities and meet deadlines and objectives.
14. Strong written and oral communication skills.
15. Skill in the use of standard office computer equipment and software applications; ability to maintain accurate records and reports.
16. Ability to establish and maintain effective working relationships.
17. Ability to effectively coordinate programs to include youth sports, camps, after-school program, senior program, & special events.
18. Ability to properly communicate with funded agencies on behalf of the department and meet all deadlines as assigned through each agency's contract and standard order of operations.
19. Other duties as assigned.

WORKING ENVIRONMENT

Work is performed indoors and outdoors with occasional exposure to temperature changes, extreme noise, odors, heights and/or dust.

RISK/SAFETY CONDITIONS

The position requires some exposure or risk related to physical and/or mental health and safety (e.g., exposure to environmentally hazardous material, heavy equipment, assault and battery, communicable disease, etc.).

ESSENTIAL PHYSICAL ACTIVITIES

Typing, stooping, crouching, walking, pulling, lifting, hearing, seeing up close, seeing far away, kneeling, reaching, talking, standing, finger movement, repetitive motions.

HOW TO APPLY:

Download and complete an employment application available online at www.cityofwestpark.org. Click on the Employment link.

Submit complete package including employment application, resume, copy of highest degree earned, and valid State of Florida K-12 Teaching Certificate via:

Mail:

Attn: Human Resources
City of West Park
1965 South State Road 7
West Park, FL 33023

Or

Fax complete application package to (954) 989-2684.

For further information call (954) 989-2688 or E-mail: info@cityofwestpark.org

Incomplete packages will not be accepted.