

**Recreation Program Supervisor**

**Town of Weston CT. Parks & Recreation Department**

**Knowledge of the principles of Municipal Parks & Recreation services and relevant previous experience is desired. A Bachelor's degree in Recreation and Leisure Services or related field is required. The Salary for this full time position is \$60,199. with a full benefit package.**

**Employment application and position description can be found online at [www.westonct.gov](http://www.westonct.gov) .  
Resume review will begin January 25 and continue until filled. Send Application, cover letter and resume to: David E. Ungar, Director, Weston Parks & Recreation Department, 56 Norfield Road, Weston Ct 06883 or [dungar@westonct.gov](mailto:dungar@westonct.gov) . The Town of Weston is an EOE**

# TOWN OF WESTON RECREATIONAL SUPERVISOR

## **Position Purpose:**

The purposes of this position are to plan, organize, and supervise various recreation programs for the community including youth sports, camps, after school and weekend activities. Also evaluates the needs of the various populations served and seeks out new ideas and methods to provide the appropriate services. The Recreational Supervisor is required to exercise independent judgment in administering and managing programs and is responsible for maintaining and improving upon the efficiency and effectiveness of all areas under his/her direction and control.

## **Supervision:**

*Supervision Scope:* Performs responsible duties requiring independent judgment and initiative in planning, organizing and directing the programs. Also performs a variety of special administrative responsibilities requiring an extensive knowledge of recreation programming.

*Supervision Received:* Works under the general direction of the Director of Parks and Recreation, following professional standards, procedures and policies.

*Supervision Given:* Supervises seasonal employees developing job direction, assigning tasks, providing instructions as needed, and monitoring performance.

## **Job Environment:**

Administrative work is performed in a moderately noisy office with regular interruptions during the day from the general public; frequently required to monitor outdoor and indoor recreation programs under possible adverse weather conditions, including extreme hot and cold; frequently driving to recreational facilities.

Requires the operation of a light truck, automobile, telephones, computers, copiers, facsimile machines, and other standard office equipment. Needs to use sports equipment or program supplies when filling in for a program instructor.

Makes frequent and periodic contact with other municipal departments, board of education staff, transportation officials, vendors and the general public. Communication is frequently in person, by telephone, fax, email, in writing or at school sites. Contacts require a high level of persuasiveness and resourcefulness to influence the behavior of others or to resolve problems.

Errors in judgment or omissions could result in delay of services or rework, monetary loss, personal injury and damage to building/equipment and potential liability.

**Essential Job Functions:**

*(The essential functions or duties listed below 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.)*

- Organize, implement, advertise and register participants for recreational activities for a broad population. Emphasis is on youth sports, camps, after school and weekend activities.
- Maintain accurate and detailed listing of all current program participants. Insure all program leaders and participants have first aid supplies, T-shirts and uniforms, and that their areas are safe, secure and playable. Complete school building use requests, coordinate with school staff and confirm that buildings will be open for programs. Secure parents' signatures for necessary release forms.
- Maintain program equipment inventory; project required replacements and supplies for purchase through the Enterprise Fund.
- Deposit program checks in ledger form. Separate checks by program on bank deposit tickets or tracks all revenues received by program and fund accounts
- Ongoing collaboration with Office Manager regarding the status of program registrations. Determine how programs will be run, staffed and managed. Help to evaluate effectiveness and popularity of recreational programs by reviewing financial data, participation levels and overall program success. Prepare reports for the Parks and Recreation Commission as least semi-annually.
- Perform recruiting services for part-time and seasonal employees; conduct employee orientation sessions as needed. Prepare payroll for assigned programs
- Assist Office Manager with answering incoming phone calls and registrations, particularly during busy seasons.
- Supervise, train, assign work, counsel and evaluate employees, including seasonal camp directors, sports supervisors, coaches and referees.
- Fill in for program instructors in the event of an emergency or need.
- Comply with OSHA laws.

**Other Functions:**

- Perform similar or related work as required, directed or as situation dictates.
- Continue professional development.
- Assist other departments, offices or staff as needed to promote a team effort to serve the public.

**Minimum Required Qualifications:**

**Education, Training and Experience:**

The qualifications required would generally be acquired with a Bachelor's Degree in Recreation or some closely related field and 1-3 years of recreation experience, or any equivalent combination of education, work experience and training. Educational focus on programming strongly preferred. Experience as a referee and/or umpire desired.

**Special Requirements:**

Must have and maintain: A valid CT driver's license, as well as a public service license. Certification in First Aid.

**Knowledge, Ability and Skill:**

*Knowledge:* Thorough knowledge of the principles and practices of recreation programming, knowledge of recreation, sports and social activities as are usual in a public recreation program; knowledge of social trends and indicators and their impact on recreational policy; knowledge of general accounting and computer applications appropriate for office; knowledge of scheduling leagues and programs required.

*Ability:* Ability to develop plans for programs and activities, and to schedule, implement and evaluate such programs and activities; ability to establish and maintain effective working relationships with school/town staff, vendors and the public; ability to handle multiple projects and programs at one time; ability to assign, train, and supervise programs camp staff; ability to estimate and track program expenditures and prepare reports; ability to conduct programs in the absence of instructors; ability to describe and monitor safety procedures.

*Skill:* Excellent verbal and written communication skills, including group presentations; aptitude for working with and explaining policies and procedures to people, including youth, and maintaining effective working relationships with various groups; aptitude for working with paperwork and details; skill in using the above mentioned equipment; skills associated with handling numerous projects at one time; skills associated with the supervision and training of staff.

**Physical and Mental Requirements:**

**Work Environment**

	None	Under 1/3	1/3 to 2/3	Over 2/3
Outdoor Weather Conditions		X		
Work in high, precarious places	X			
Work with toxic or caustic chemical	X			
Work with fumes or airborne particles	X			
Non weather related –extreme heat/cold	X			
Work near moving mechanical parts	X			
Risk of electrical shock	X			
Vibration	X			
Other - Hold events in public schools, as a guest/renter.			X	

Physical Activity

	None	Under 1/3	1/3 to 2/3	Over 2/3
Standing		X		
Walking		X		
Sitting			X	
Talking & Hearing			X	
Using hands/fingers to handle/feel		X		
Climbing or balancing	X			
Stooping, kneeling, crouching, crawling		X		
Reaching with hands and arms		X		
Tasting or smelling	X			
Bending, pulling, pushing		X		
Other -Driving		X		
Other-Describe				

Lifting Requirements

	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds		X		
Up to 25 pounds		X		
Up to 50 pounds		X		
Up to 75 pounds	X			
Up to 100 pounds	X			
Over 100 pounds	X			

Noise Levels

	None	Under 1/3	1/3 to 2/3	Over 2/3
Very Quiet (forest, isolation booth)	X			
Quiet (library, private office)		X		
Moderate noise (computer, light traffic)				X
Loud Noise (heavy equipment/traffic)	X			
Very Loud (jack hammer work)	X			

Vision requirements

- Close vision (i.e. clear vision at 20 inches or less)
- Distance vision (i.e. clear vision at 20 feet or more)
- Color vision (i.e. ability to identify and distinguish colors)
- Peripheral vision (i.e. ability to observe an area that can be seen up and down or left and right while the eyes are fixed on a given point)
- Depth perception (i.e. three dimensional vision, ability to judge distances and spatial relationships)
- No special vision requirements

FINAL APPROVAL DATE: September 14, 2007

*(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.)*