Gloucester County Job Description

POSITION:	**Senior Recreation Program Supervisor**
DEPARTMENT:	**Parks Recreation, and Tourism**
JOB CODE:	**B142**
FLSA:	**Non-exempt**
GRADE:	**16**

GENERAL STATEMENT OF JOB: Under general supervision, coordinates the planning, development, supervision and evaluation of recreation programs, classes and activities for all groups, ages and interest levels for the Department of Parks, Recreation & Tourism. Employee must exercise considerable tact and courtesy in frequent contact with employees, contractors, volunteers, general public, and program participants. Reports to the Director of Parks, Recreation and Tourism.

ESSENTIAL JOB FUNCTIONS:

1. Supervises, schedules, and coordinates multiple, year-round recreation programs, athletic leagues, camps and special events, based on community needs, including youth, adult, special populations, and older adults. Coordinates and supports programming opportunities with other staff, volunteers, instructors and partner organizations to fulfill the mission of the Department.

2. Prepares, develops and monitors program budgets, performance measures and statistics, program and service evaluations and other daily administrative functions for assigned program area. Oversees recreation expenditures and recommends fees. Prepares a variety of reports, studies, manuals and related information to include regular financial and participation reports.

3. Provides effective supervision of assigned full-time and part-time staff, volunteers, and contractors including selection, performance management, payroll preparation and verification, employee relations, training, prioritizing and assigning work and related activities. Maintains records of volunteers' hours.

4. Serves as contact and liaison to County staff and community partners, for training and best practices in assigned program area. May represent or speak on behalf of the department for interagency councils, committees, community agencies and groups.

5. Monitors activities to ensure the safety of employees, volunteers, participants and spectators at each associated park or facility. Trains staff and volunteers on safety related issues. Recommends policies that address safety concerns; researches and supports implementation of policy and procedures as it relates to the operation of the recreation programs.

6. Facilitates use of recreation software and credit card machines to ensure efficient operations and exceptional customer service. Enters appropriate program information into recreation software, collects payments and registrations.

7. Assists with planning and implementing special events and fundraisers. Seeks donations and sponsorships as appropriate and in coordination with other department staff.

8. Assists with office supervision when necessary.

9. Performs other duties as assigned.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Broad knowledge of the standard practices used in recreation programming and planning.

Broad knowledge of various recreation facilities, materials and equipment and their uses and maintenance requirements.

Broad knowledge of personal computers and commonly used Microsoft Office software products to include Outlook, Word, Excel, Power Point.

Broad knowledge of the current literature, trends and developments in the field of recreation programming.

Broad knowledge of a variety of recreational interests and activities of the various age groups in the community.

General knowledge of the principles of supervision, organization and administration.

Ability to establish and maintain effective working relationships as necessitated by work assignments.

Ability to plan, assign, and supervise the work of subordinates and volunteers, and to instruct them in proper work methods and procedures.

Ability to use computer software, to input programs, activity registration, facility reservations, and league scheduling.

Ability to prepare reports, forms, news releases, etc., using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style.

Ability to plan, establish, implement and monitor recreation programs for parks and related facilities.

Ability to establish rapport, understanding and confidence with participants and the general public to include making oral presentations before large groups of people.

Ability to comprehend or understand instructions and underlying principles; to reason and make independent judgments under stress and in emergency situations; to understand and follow oral and written instructions; to make decisions in accordance with established procedures and policies; to guide and/or give instructions.

Ability to comprehend language, to understand relationships between words, and to understand meanings of whole sentences and paragraphs. To present information or ideas clearly.

Ability to speak/talk, hear/listen and read.

Ability to perform arithmetic operations; to perform accurate calculations aided by calculator, adding machine or measurement device.

Ability to communicate effectively and efficiently both written and verbally in a variety of technical or professional languages.

Ability to comprehend forms in space and understand relations of plane and solid objects

Ability to exercise tact and courtesy in frequent contact with public officials, businesspersons, and the general public.

EDUCATION AND EXPERIENCE:

Possession of a Bachelor's degree in recreation, physical education or a related field.

Five (5) years of experience in recreation work.

Any equivalent combination of training and experience, which provides the required knowledge, skills and abilities.

NECESSARY SPECIAL QUALIFICATIONS:

Possession of a valid driver's license; possess and maintain a driving record that meets established Gloucester County Driving Standards.

Pass a post-offer, pre-employment physical examination.

Employee may be subject to subsequent physical examinations to ensure he/she meets job-related physical requirements.

First Aid/CPR with AED Certification required (or ability to receive within 6 months of hire).

PHYSICAL REQUIREMENTS:

C= Continuous – over 6 hours a day F= Frequent – between 3 and 6 hours a day	O= Occasional – less than 3 hours a day I= Intermittent–several times a week/month	P= Periodic – several times a year N/A= Not applicable to position

LIFT/CARRY	C	F	O	I	P	N/A
1 to 10 lbs.	☐	☒	☐	☐	☐	☐
11 to 20 lbs.	☐	☐	☒	☐	☐	☐
21 to 50 lbs.	☐	☐	☐	☐	☒	☐
51 to 75 lbs.	☐	☐	☐	☐	☒	☐
76 to 100 lbs.	☐	☐	☐	☐	☐	☒

EQUIPMENT USAGE & OPERATION	C	F	O	I	P	N/A
Standard Office Equip.	☐	☒	☐	☐	☐	☐
Motor Vehicle	☐	☐	☒	☐	☐	☐
Vehicle requiring CDL	☐	☐	☐	☐	☐	☒
Other (explain)	☐	☐	☐	☐	☐	☒

PUSH/PULL	C	F	O	I	P	N/A
1 to 10 lbs.	☐	☒	☐	☐	☐	☐
11 to 20 lbs.	☐	☐	☒	☐	☐	☐
21 to 50 lbs.	☐	☐	☐	☐	☒	☐
51 to 75 lbs.	☐	☐	☐	☐	☒	☐
76 to 100 lbs.	☐	☐	☐	☐	☐	☒

WORK WITH/NEAR	C	F	O	I	P	N/A
Machinery	☐	☐	☐	☐	☐	☒
Electricity	☐	☐	☐	☐	☐	☒
Power Tools	☐	☐	☐	☐	☐	☒
Chemicals	☐	☐	☐	☐	☐	☒
Fumes	☐	☐	☐	☐	☐	☒
Heights	☐	☐	☐	☐	☐	☒

MOVEMENT	C	F	O	I	P	N/A
Carrying	☐	☒	☐	☐	☐	☐
Bend/Stoop/Twist	☐	☐	☒	☐	☐	☐
Kneel/Crawl	☐	☐	☐	☐	☐	☒
Reach Above Shoulders	☐	☐	☒	☐	☐	☐
Reach Below Shoulders	☐	☐	☒	☐	☐	☐
Grasp/Squeeze	☐	☒	☐	☐	☐	☐
Climb Stairs/Ladder	☐	☐	☐	☐	☐	☒
Uneven Walking Surface	☐	☐	☐	☒	☐	☐
Even Walking Surface	☐	☐	☒	☐	☐	☐

ENVIRONMENT	C	F	O	I	P	N/A
Indoors	☐	☒	☐	☐	☐	☐
Outdoors	☐	☐	☐	☒	☐	☐
Extreme Heat	☐	☐	☐	☐	☐	☒
Extreme Cold	☐	☐	☐	☐	☐	☒
Dusty	☐	☐	☐	☐	☐	☒
Excessive Noise	☐	☐	☐	☐	☐	☒
Other (explain)	☐	☐	☐	☐	☐	☒

ENDURANCE	C	F	O	I	P	N/A
Stationary Position (stand or sit)	☐	☒	☐	☐	☐	☐
Move, Traverse (walk)	☐	☐	☒	☐	☐	☐
Operate, Activate, Use, Prepare, Inspect, Place, Detect, Position (use of hands/fingers)	☒	☐	☐	☐	☐	☐

VISION REQUIREMENTS (Check all that apply)	
Depth Perception	☒
Color Vision	☒
Peripheral Vision	☒
Uncorrected/Corrected vision 20/40 or better in one or both eyes; 100 degrees, or better, horizontal vision in one or both eyes	☒