

CITY OF BEREA
POSITION DESCRIPTION

Class Title: Program Supervisor

Department: Parks and Recreation

Supervisor: Director of Parks and Recreation

Supervises: All Employees Assigned to Recreation

Class Characteristics: Under general direction, assists the Director of Parks and Recreation with planning, organizing, directing, coordinating and evaluating all activities and programs of the department; plans, organizes, promotes and administers recreation programs for all ages; performs related work as required.

Distinguishing Features of the Class: Work in this class involves assisting the Director with planning, organizing, directing, coordinating and evaluating departmental programs and activities while planning, organizing, promoting and administering year-round recreation programs for all ages. Responsibilities include daily supervision over all employees assigned to recreation. Administrative direction is received from the Director of Parks and Recreation, who reviews work performance through evaluation of reports and results, analysis of complaints, and personal conferences.

General Duties and Responsibilities (Illustrative Only):

Essential:

1. Assists with planning, organizing, directing, coordinating and evaluating all activities and programs of the department, including the planning, design, construction, scheduling of usage, and maintenance of all departmental facilities, parks and grounds, including short and long term improvement programs.
2. Assists with directing the planning, organizing and scheduling of physical recreation, instructional, special event, cultural and general recreation and leisure time activity programs for all age and interest groups.
3. Assists with the recruitment, training and evaluating the work of full-time, part time, and volunteer personnel conducting assigned duties.
4. Supervises all employees assigned to recreation; may supervise all departmental personnel in the absence of the Director.
5. Assists with preparation and administration of budget.
6. Organizes and administers fund-raising activities.
7. Prepares applications for funding from external sources; administers funded projects.
9. Schedules the use of gymnasiums through all schools; supervises and schedules building personnel at each school; provides monthly schedules.
10. Advertises programs.
11. Provides communication between the department and all personnel involved in the programs.
12. Requests bids for t-shirts, balls, etc.

13. Answers all complaints pertaining to programs.
14. Performs public relations activities for department.
15. Represents the Department as requested, including attending conferences, meetings, speaking before school classes, clubs, etc.
16. Makes decisions on cancellation of programs due to weather.
17. Attends committee and Board meetings.
18. Prepares and maintains records, reports, etc.

Non-essential: None

MINIMUM QUALIFICATIONS:

Training and Experience: Bachelor's of Science in Recreation and Park Administration and minimum of one year related work experience; additional work experience may be substituted for education requirements on a year-for-year basis up to a maximum of three years.

Special Knowledge, Skills and Abilities:

Knowledge:

1. Thorough knowledge of the philosophy, principles, objectives and practices of a widely diversified parks and recreational program appealing to all age and groups.
2. Thorough knowledge of methods, techniques, materials, equipment and safety precautions used in planning, promoting, executing and maintaining parks and recreation facilities, equipment and programs.
3. Thorough knowledge of civic resources within the city.
4. Thorough knowledge of fiscal requirements in public organizations.
5. Thorough knowledge of external funding sources.
6. Thorough knowledge of Board policies and procedures, and league procedures.

Skills:

1. Organizational skills.
2. Oral and written communications skills.
3. Administrative skills.

Abilities:

1. Ability to supervise assigned personnel while assisting with required duties.
2. Ability to work with the public on a continuing basis, including scheduling, advertising, accepting sign-ups, and supervising programs and activities.
3. Ability to plan, organize and direct a large number of personnel engaged in a wide variety of recreational activities while assisting with duties.

4. Ability to analyze, implement and maintain a diversified program meeting the leisure time needs of the community.
5. Ability to assist with preparation and administration of departmental budget.
6. Ability to prepare and maintain accurate reports.
7. Ability to establish and maintain effective working relationship with city officers and employees, groups and individuals interested in recreational and cultural affairs, and the general public.

ADDITIONAL INFORMATION

Instructions: Very general; must use own judgment most of the time.

Processes: Must frequently refine existing work methods and develop new techniques, concepts or programs within established limits or policies.

Review of Work: Work is generally reviewed through oral and written reports.

Analytical Requirements: Assignments frequently involve decisions based on a wide knowledge of many factors where application of advanced or technical concepts is required.

Tools, Equipment and Vehicles Used: Automobile; tools related to parks maintenance and recreation; small hand tools; normal office equipment.

Contacts: Frequent public and internal contacts requiring tact and diplomacy are requirement of the job.

Confidential Information: Regular use of confidential information.

Mental Effort: Heavy.

Interruptions: Frequent.

Special Licensing Requirements: Must possess and maintain valid driver's license.

Availability: Must be able to work irregular hours, including evenings and weekends; must be able to attend evening meetings.

Certification Requirements: Membership in Kentucky Recreation and Parks Society preferred, but not required; must possess CPR certification or must obtain certification during the first six months of employment.

Additional Requirements: Must meet the job-related physical and psychological requirements in effect at the time of appointment, and must pass any job-related mental, psychological and/or physical qualifying examinations that may be prescribed.