

JOB TITLE: Program Supervisor
DEPARTMENT: Recreation

GRADE: RP-2
DATE: March 2017

The following description is a general summary of responsibilities with some specific duties. It is not a total delineation of all duties nor does it limit the responsibilities to those stipulated. Position functions as part of an overall municipal team to ensure effective and efficient municipal operations.

DEFINITION:

The Program Supervisors assist with the supervision of a specific recreational, educational, or cultural program for the Walpole community. The supervisors help implement program curriculum, ensure adherence to department rules and regulations and supervise the safety of program participants and staff.

SUPERVISION RECEIVED:

Works under the direct supervision of the Program Director and under the general supervision of the Recreation Director, Assistant Recreation Director and Program Coordinators.

SUPERVISION EXERCISED:

Supervises recreation program instructors, seasonal employees, volunteers and other part-time recreation staff, as assigned.

DISTINGUISHING CHARACTERISTICS:

- Work requires strong attention to detail
- Work requires outgoing personality and initiative
- Work requires overseeing large groups of individuals of all ages
- Work requires a professional, courteous, positive, and friendly attitude when interacting with parents and the general public

ESSENTIAL FUNCTIONS: Including but not limited to:

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 of the position.

EXAMPLES OF WORK:

- Assists with the planning and implementation of structured recreation programs
- Responsible for the safety and supervision of program participants, equipment and facilities
- Must be ready and willing to provide courteous assistance to the public when general information is needed
- Assists Program Director with the development of the staff schedule and staff evaluations
- Assists with conducting special events
- Records attendance, accidents and other incidents that may occur on appropriate forms and when necessary brings them to the program director
- Provides feedback for the performance evaluations administered by the Program Director
- Performs other duties, as assigned by supervisors

DESIRABLE QUALIFICATIONS:

- Must be at least 18 years of age
- Several years of experience working in a recreation program required
- Any combination of education and experience to demonstrate the applicant's ability to understand and participate in the required work

SPECIAL QUALIFICATIONS:

Applicants must have the following current and valid certifications:

- A CPR Certification
- An American Red Cross Standard First Aid Certificate, Red Cross Community First Aid and Safety Certificate or National Safety Council First Aid Training, Level 2 or an equivalent certification.

TOOLS AND EQUIPMENT USED:

Portable radio, hand tools, telephone

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is frequently required to reach with hands and arms, stand, walk, use hands to finger, handle, feel or operate objects. The employee is often required to sit, climb, or balance, stoop, kneel, crouch, crawl, talk and hear. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential function of this job. The employee generally works in favorable weather conditions outdoors during the summer season.

NEW: June 1995
Revised: March 2016
Revised: March 2017