



**PROGRAM SUPERVISOR - PARKS AND RECREATION  
JOB DESCRIPTION**

<b>JOB TITLE:</b> Program Supervisor	<b>CLASSIFICATION:</b> Official/Administrator	<b>IMMEDIATE SUPERVISOR:</b> Recreation Superintendent/Community & Cultural Events Superintendent
<b>PAY GRADE:</b> 122	<b>DEPT:</b> 7210 Recreation	<b>STATUS:</b> <u>FT</u> <u>PT</u> <u>EXEMPT</u> <u>NON-EXEMPT</u> <u>BARG UNIT</u> <u>NON-BARG UNIT</u>

**JOB SUMMARY:** Performs responsible professional work in planning, coordinating, supervising and implementing a variety of recreation programs at Village recreation facilities.

**SUPERVISION EXERCISED:** Facility Attendant and Monitors, Camp Director, Counselors, Program Coordinators, other part-time, full-time, and volunteer staff as assigned.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Plans, organizes, directs, supervises Village wide recreation and cultural programs.
- Prepares and implements public relations program, including community promotions, press releases, special events.
- Identifies community recreation needs, recommends and initiates programs.
- Oversees daily use and maintenance of facilities, including but not limited to program and activity scheduling and staffing.
- Assists the Director in preparing departmental budget, policies and procedures.
- Acts as a liaison to the community, works with civic organizations, schools, and other agencies.
- Responds to and resolves complaints with citizens and public officials.
- Recruits instructors, employees and volunteers; conducts in service training programs.
- Assists with planning and supervising youth, adult, senior, instructional classes, summer camp, after school, team athletics, and specialty programs.

**OTHER DUTIES:**

- Performs other related duties as required.

**DESIRED MINIMUM QUALIFICATIONS:**

Education and Experience:

- Bachelor's degree in recreation and/or park administration, or related field,
- Minimum five (5) years progressively responsible leisure services experience, including supervisory,
- Any related combination of training and experience.

Knowledge, Skills and Abilities:

- Thorough knowledge of the principles, practices and techniques of recreation administration and programming.
- Skills in at least one area of recreation activity programming, public relations, and facilities management.
- Ability of effectively communicate orally and in writing.
- Ability to establish and maintain effective working relationships with other employees, a variety of populations, and the general public.
- Ability to respond to common inquiries and complaints from citizens, businesses, and civic groups.
- Ability to write and make presentations and reports.
- Ability to define problems, obtain information, interpret instructions, and make recommendations.

**SPECIAL REQUIREMENTS:**

- Valid Florida State driver's license, or ability to obtain one; No more than two moving violations within the last 12 month period; No more than six violation points within the last 24 month period.
- Certified Parks and Recreation Professional

**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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand, walk, sit, talk, hear, taste, smell, use hands to handle, feel or operate objects or tools, and reach with hands and arms. The employee is frequently required to climb, balance, stoop, kneel, crouch, or crawl.

The employee must regularly lift and/or move up to 20 pounds, frequently lift and/or move up to 50 pounds, and occasionally lift and/or move up to 50 pounds dead weight with knees extended and bending from the waist. Objects include tables, chairs, podiums, benches, and other equipment. Specific vision abilities required by this job include close vision, distant vision, color vision, peripheral vision, depth perception, and ability to adjust focus. In addition, the employee must be able to rotate neck frequently, extend arms overhead frequently, and turn completely around from fixed stance.

**TOOLS & EQUIPMENT USED:**

Computer, phone, calculator, and commonly used equipment at parks and recreation facilities.

**ENVIRONMENTAL CONDITIONS:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable

accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works in outside weather conditions, and is occasionally exposed to wet and/or humid conditions, toxic or caustic chemicals, such as cleaning chemicals. The noise level in the work environment is moderately noisy.

**SELECTION GUIDELINES:**

Formal application, evaluation of education, training and experience; oral interview, criminal, background, credit and reference check; job related tests may be required. The Village is a Drug Free Workplace and an Equal Opportunity Employer.

The duties listed above 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.

The job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer as the needs of the employer and requirements of the job change.

**HISTORY:**

Revised: 10-21-08

Revised: 11-5-15