

Job Description

PROGRAM SUPERVISOR

Department:	Parks and Recreation
Civil Service Status:	Unclassified
Employment Status:	Full-time
Reports To:	Parks and Recreation Director
Working Hours:	8:00 a.m. – 4:30 p.m.

SUMMARY

Oversees year-round recreation programs, classes, special events, and athletic programs with the purpose of improving leisure opportunities for residents of North Ridgeville.

MINIMUM QUALIFICATIONS

Graduation from an accredited college with a bachelor's degree in recreation administration, physical education, sports management or closely related field. One to three years of experience working in municipal parks and recreation departments or in a business or field of expertise directly related to providing parks and recreation service delivery. Any equivalent combination of experience and training that provides the required knowledge, skills and abilities. Must possess a valid Ohio Driver's license and must remain insurable under the City's vehicular insurance policy; obtain First Aid and CPR Certification within six (6) months of employment.

ESSENTIAL FUNCTIONS

- Develops and oversees year-round athletic and recreation programs.
- Plans, coordinates, organizes, oversees, schedules, and implements recreation programs and special events.
- Conducts research to stay current on recreation program development and management.
- Prepares written documents, statistical reports, work orders, time sheets, schedules, press releases, program guides, calendars, program rosters, etc.
- Communicates and works with individuals, community groups, and committees to stimulate interest and develop recreation program support, including fundraising.
- Work independently and be responsible for overseeing activities at designated locations such as parks, school facilities, baseball / softball fields and other public facilities. Includes setting up and taking down at facilities and areas for special events, including weekends, holidays and evenings.
- Assists with hiring, training, supervising, scheduling and evaluating part-time and seasonal personnel; assigns work as necessary.
- Publicizes programs and activities available to the general public through various media forms; establish and maintain partnerships with organizations, businesses, institutions for collaborative efforts on mutual projects and missions.
- Schedules recreation facilities and supervises condition of facilities.

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- Interprets departmental policies and procedures; fields inquiries and resolves concerns from the general public; works cooperatively with co-workers; represents the City in a positive manner.
- Attends staff meetings, training, and maintains memberships related to the profession; maintains open and frequent communications with administrator on programs, personnel, and facility issues.
- Assists with preparing and administering individual program budgets as appropriate; monitors expenditures and payroll in accordance with established procedures.
- Performs related duties as required.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of: word processing, desktop publishing, spreadsheets, and other recreation related computer software. The principles, practices, and methods of recreation management. Program evaluation techniques, developing and administering recreation and youth city government programs.

Skill in: creating, planning, and overseeing a diverse number of public recreational programs and facilities.

Ability to: work under stressful situations; stay calm; have excellent problem-solving skills, prepare and administer budget. Maintain records and prepare reports. Work evenings, weekends, and some holidays. Establish and maintain effective working relationships with co-workers, public, news media and other departments and agencies; ability to follow written and oral instructions; ability to communicate effectively, verbally and in writing; ability to direct the work of others.


EQUIPMENT OPERATED

PC, office equipment, vehicles, athletic equipment, etc.

PHYSICAL DEMANDS AND WORK CONDITIONS

Work involves detailed concentration for long periods of time in a modified office environment and in an outdoor setting. There may be occasional need for light to moderate lifting (up to 50 pounds). May require the use of City vehicles on City business. Must be physically capable of operating the vehicles safely and have an acceptable driving record. The City of North Ridgeville promotes a drug / alcohol free work environment through the use of mandatory pre-employment drug testing and background check.

Job Description Approval:



Authorized Signature

4/11/2024

Date