



Job Title	Recreation Supervisor
Department	Park and Recreation
Employment Status	Full-Time
Exempt/Nonexempt Status	Exempt

Scope of Work

This position is responsible for the planning, coordination, implementation and supervision of assigned programs and activities.

Supervision

Received	Assistant Director of Park and Recreation
Exercised	Supervision of 6 to 15 full time (or full-time equivalent) employees.

Essential Job Functions

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function to satisfaction.

- Perform needs analyses to determine the recreational interests and needs of Needham’s residents. Develop, implement, and manage a variety of year-round, high-quality programs, activities, and special events to meet the identified needs, analyze data to determine the success of the programs, and make recommendations regarding the implementation of new programs.
- Oversee the planning and organization of the Town’s summer programs. Recruit, interview and select staff, supervise activity instructors and others involved in the summer programs, prepare and monitor the programs’ budgets, Monitor the day-to-day operation of seasonal programs by making site visits, maintaining inventory of supplies and equipment, providing payroll information to Department staff assigned to process payroll, and handling residents’ inquiries and complaints.
- Ensure the safety of participants by monitoring all part-time instructors and summer staff. Ensure that all program staff have been CORI checked. Inspect facilities and equipment used by participants, report needed repairs or replacement.
- Assist in the preparation of the yearly program budget for seasonal programs including estimated program revenue, expenses, and surplus. Prepare presentation of program budget for the Park and Recreation Commission. Ensure that programs are self-supporting by setting fees and monitoring program enrollment. Cancel programs as appropriate.
- Oversee the creation of the seasonal brochure, working with instructors for specific content and determining layout and graphics.. Create supplemental flyers for program marketing and work with local news and social media outlets to promote recreation programs. Monitor the Department’s web

site and work with the Assistant Director to add new material. Maintain all program information including program registration, tracking demographic data, tracking revenue, brochure development and internet marketing.

- Organize and implement special events for the community either as a Departmental function or in coordination with other Town departments; assist the Director and representatives from the Needham Public Schools in booking spaces for summer programs.
- Keep informed of recent trends in Recreation programming; continue professional development by attending conferences and seminars
- Assists in developing policy and procedures for the Department and its programs.

Other Job Functions

- Perform related duties as assigned.

Requirements of Work

The following requirements ***may be substituted by any equivalent combination of education, training and experience which provides the necessary knowledge, skills, and abilities required to perform the job:***

Graduation from a college or university with a Bachelor's Degree in Recreation, Sports Management or a related field and/or general knowledge equivalent to completion of four years of college, and one to three (1 – 3) years of experience relevant to the position, including some supervisory experience.

Knowledge, Ability, and Skill

In addition to the requirements of work, the individual should also have the following knowledge, ability, and skill:

Knowledge of	<ul style="list-style-type: none">• Knowledge of local, state and federal policies, regulations and laws that may affect the Department, its programs, and the summer programs.
Ability to	<ul style="list-style-type: none">• Ability to effectively interact with the public,• Ability to prepare routine correspondence and reports.• Ability to motivate and lead people.
Skill in	<ul style="list-style-type: none">• Demonstrated interpersonal skill.• Demonstrated organizational and time management skills.• Demonstrated skill in communication, both verbal and written.

Necessary Special Requirements

- Valid motor vehicle driver license and own transportation.
- Current First Aid, CPR/AED certification.
- Certified Park and Recreation Professional (or equivalent) is preferred, but not required.

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.

- Normal office environment, not subject to extremes in temperatures, noise or odors.
- Frequent fieldwork is conducted outdoors with exposure to various weather conditions.
- Regular interruptions to assist citizens.
- May spend extended periods of time on the computer, the telephone, or operating other office equipment, requiring eye-hand coordination and finger dexterity.
- Regular lifting and carrying of files, documents, and records.
- Some travel to neighboring towns.

Pay Equity/Equal Opportunity/Americans with Disabilities Act Employer