

Recreation Program Supervisor

Overview of Position:

Plans, coordinates, and supervises a variety of recreational and leisure time activities for the citizens of the community including day camps, special events and festivals. Work involves considerable planning and scheduling of activities and contact with participants and temporary staff. The employee modifies existing recreational programs in concert with the requested needs of the community; recruits part-time and volunteer staff as well as participants; publicizes program activities; coordinates the department's social media and marketing; coordinates activities with staff; and supervises the successful implementation of such programs.

Essential Duties and Tasks:

- Plans, organizes, and promotes recreation activities for various age groups including such programs as leisure classes, special events, day camps, physical exercise programs, and other activities; arranges schedules, locations, and personnel to staff such activities.
- Plans, organizes, publicizes and supervises various activities such as Father Daughter Dances, Easter Egg hunts, Halloween activities, seasonal and other festivals.
- Instructs and supervises volunteers and paid staff; assigns and reviews and assures standards and requirements are being met.
- Promotes programs and events and solicits donations or sponsorships; contacts media and makes personal appearances before civic and business groups; prepares press release, flyers, brochures for promotions and activities as well as promote the department using social media outlets.
- Registers participants via recreation software for various recreational programs and events; collects fees and completes proper forms; maintains various records of events.
- Purchases materials and maintains inventory of supply needs for camps; makes recommendations for budget of activities and programs and manages budget line items; recruits sponsorships; assists with grant development and administration.

Qualifications:

Considerable knowledge of principles, practices, and methods of recreational, athletic and leisure time program and considerable knowledge of current literature, trends, and developments in the field of public recreation.

Knowledge of standard resources, materials, and facilities utilized in a public recreational program and related Town purchasing policies and procedures; working knowledge of the application of office technology to the work responsibilities.

Ability to effectively plan and execute a year round program of recreational activities, and the ability to plan and coordinate the work of temporary, volunteer, or paid workers.

Ability to express ideas effectively and communicate effectively in oral and written forms.

Ability to deal tactfully and courteously with the public, and the ability to establish and maintain effective working relationships with officials, citizens, employees, supervisors, and participants.

Desirable Education and Experience

Graduation from a four year college or university with a degree in recreation administration, physical education, or related degree and considerable experience in recreational programming; or an equivalent combination of education and experience.

Starting Rate:

\$26.31-\$28.31 per hour. Hiring salary will be determined based on qualifications and internal equity.

How to Apply/Contact:

The Town requires that all applicants submit a fully completed application. Applications may be submitted online, in person or by mail (300 Old Cane Creek Road, Fletcher NC 28732). Apply online at <https://fletchernc.org>.