

TOWN OF YARMOUTH, MAINE

**Parks, Recreation & Community Services
Program Supervisor**

Job Description

GENERAL PURPOSE

Plans, organizes, coordinates and supervises Clipper Day Camp, Clipper Before and After Care, Vacation Camps, special events, and volunteer opportunities associated with municipal parks and recreation.

SUPERVISION RECEIVED

Works under the supervision of the Yarmouth Community Services Director and Assistant Director.

SUPERVISION EXERCISED

Supervises part-time recreation staff, seasonal employees, and numerous volunteers.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Coordinates staff and volunteers in the development and implementation of community programming.

Plans, implements, and supervises Clipper Day Camp, Clipper Before and After Care, Vacation Camps, and special events.

Maintains statistical data for programs, activities, special events, and camps under their purview.

Contributes to creating an office culture of professional customer service.

Recruits, interviews, hires, trains and evaluates instructors, seasonal staff, CITs, volunteers and other personnel affiliated with position's programs, classes, activities, and special events.

Coordinates, leads, and cooperatively works with Town Staff and community organizations on programs and special events to progressively advance the department.

Performs a variety of miscellaneous duties such as running errands, acquiring supplies needed for activities, helping set up equipment, supplies, and facilities for programs, activities, special events, and camps.

Contributes information to seasonal brochures and coordinates periodic marketing materials and opportunities.

Designs and coordinates a variety of brochures, calendars, letters, posters, news releases, flyers, and related communications regarding department offerings.

Purchases, inventories and maintains program supplies and equipment.

Initiates and takes appropriate action(s) with complaints from parents, participants, and volunteers.

Professionally responds to public inquiries about town and departmental responsibilities through phone calls, receiving guests and visitors, program registrations, facility reservations, point of sale purchases, and other office administration duties.

Responsible for contributing information to the department website, social media, and marketing resources.

Assumes responsibility for professional growth and development through participation in workshops, meetings and seminars.

Provides assistance and team contributions to other Town departments and projects, as assigned.

Promotes interest and provides information regarding recreation programs to school officials, other recreation officials, community service groups, other departments, and the general public.

Implements office procedures related to Department, Town, State, and Federal policies, rules, procedures, codes, and ordinances.

Available to work early mornings, evenings, weekends, and hours outside of normal office times.

Performs other work as required or assigned.

PERIPHERAL DUTIES

Supports department efforts to include: adult sports, social media, program & office administration, gym supervision, and other programming opportunities.

Serves as a member of or liaison to various town committees and work teams, as assigned.

Participates as member of professional association(s) and affiliated sub-groups.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- (A) Graduation from a two-year college or university with a degree in recreation, leisure services, or a closely related field;
- (B) One year of supervisory experience in the parks and recreation field; or
- (C) An equivalent combination of education and experience.

Necessary Knowledge, Skills and Abilities:

- (A) Knowledge of recreation philosophy, planning and administration;
- (B) Knowledge of the equipment, facilities, operations and techniques used in a comprehensive community recreation department;
- (C) Experience and functional knowledge of Word, Excel, Google/Google Docs, and the ability to learn moderately complex software programs;
- (D) Functional knowledge of social media;
- (E) Skill in operation of listed tools and equipment;
- (F) Certification, or the ability to acquire certification, in First Aid and CPR;
- (G) Ability to develop, coordinate and direct varied activities involved in a community recreation program;
- (H) Ability to establish and maintain effective working relationships with employees, supervisors, other agencies, participants, instructors, community leaders, and the general public;
- (I) Ability to communicate effectively orally and in writing;
- (J) Ability to plan and supervise the work of paid staff and volunteers.

SPECIAL REQUIREMENTS

Valid state driver's license or ability to obtain one.

TOOLS AND EQUIPMENT USED

Personal computer, laptop, calculator, copy and fax machine, phone, mobile or portable radio, camera, A/V equipment, scoreboards, security systems, recreation-based management software, automobile.

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 walk, sit, talk, and hear. The employee is occasionally required to use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close 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 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 occasionally works in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions, toxic or caustic chemicals.

The noise level in the work environment is usually minimal while in the office, and moderately loud when in the field.

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.

Effective Date: March 1, 2023