



MAC Recreation District

1195 SE Kemper Way, Madras, OR 97741

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PROGRAMS SUPERVISOR **Job Description**

Reports to: Programs Director

Pay Rate/Status: Starts at \$3,050/month (FLSA exempt, salaried, full-time position)

General statement of duties: Responsible for the implementation, operation and supervision of assigned recreation programs, activities, and special events. Supervises employees and volunteers under the direction of the Programs Director. Key elements in this job include planning, organizing, and coordinating recreational and aquatics services, activities, sporting events, and programs for a diverse community that includes youth, adults, seniors, and persons with disabilities.

Distinguishing features of the class: The Programs Supervisor supervises, develops, and implements recreation programs offered by the district. Supervision is provided to program staff, including lifeguards, instructors, and other program-related seasonal workers. Work is performed under the direction of the Recreation Director.

EXAMPLES OF ESSENTIAL DUTIES & RESPONSIBILITIES:

- Supervises and manages staff assigned to programs. Provides training and expectations, evaluates job performance, and takes corrective action when necessary following MACRD procedures and policies. At times may act as Manager on Duty when necessary.
- Plans organizes, and supervises assigned programs, contracted instructor/classes, and activities: monitors day to day operations to ensure smooth and efficient program delivery.
- Advises management on recruitment and development of part-time, volunteer and contract employees, recruits' personnel under direction.
- Formulates work schedules for staff.
- Initiates and works with the MACRD to assure planned events and activities are publicized and implemented on a timely basis and in an effective fashion.
- Provides necessary orientation and training for staff and coaches and volunteers.
- Enforces MACRD rules of safety and conduct and is the first line of management resolution for problems or issues.
- Must be present at all assigned activities, programs, and special events to

supervise staff and ensure successful and safe outcomes.

- Develops and maintains courteous, professional, and effective working relationship with staff, volunteers, patrons, neighborhood groups, chamber of commerce and other various community partners to explain and promote recreation programs and special events and identify potential needs.
- May perform some light maintenance duties including cleaning surfaces, picking up trash, storing supplies, removing recreation hazards, etc.
- Will be assigned to work in a capacity that supports MACRD programs when needed, including coordinating seasonal programs and/or activities.
- Purchases program supplies: recommends the purchase of larger equipment and supplies and monitors program expenditures to ensure spending is in line with budget.
- Expected to actively participate in ORPA.
- Other duties as assigned.

DESIRABLE QUALIFICATIONS:

Knowledge: Comfortable practicing the principles, techniques, and procedures governing recreation program selection, design, and delivery. Requires working knowledge of the procedures used in establishing optimal facility use schedules, human development concepts, and safety requirements applicable to leading individuals in recreational activities.

Skills: Requires sufficient math skill to prepare cost summaries and statistics. Requires well-developed language skills to write course descriptions and promotional materials. Requires well-developed human relations skills to convey concepts and conduct training and use courtesy when dealing with others.

Abilities: Exercise strong initiative and independent decision making; demonstrate leadership, public relations, organizational planning and problem solving skills; communicate effectively in both verbal and written form; supervise and motivate staff; proficiency in operating computer including word and spreadsheet programs; interact with a variety of patrons/participants; demonstrates swim stroke techniques; establish and maintain positive, respectful and cooperative relationships with all contacts.

Experience and training: Bachelor's degree in recreation, management, business or a related field preferred. 1-3 years' experience designing and implementing recreation and/or educational programming preferred.

Certifications: American Red Cross Lifeguard/First Aid/CPR/AED certification required within 6 months of hire. Certifications that are not current must be received shortly after hiring.

KEY ATTRIBUTES:

1. **LEADING OTHERS:** The ability to organize and motivate people to accomplish goals while creating a sense of order and direction.

- Inspires others with a compelling vision.
- Empowers others to accomplish common goals.
- Represents a positive, motivational example for others to emulate in becoming leaders.
- Supports others through providing clarity, direction, organization, and purpose.

2. **SELF MANAGEMENT:** The ability to prioritize and complete tasks in order to deliver desired outcomes within allotted time frames.

- Independently pursues business objectives in an organized and efficient manner.
- Prioritizes activities as necessary to meet job responsibilities.
- Maintains required level of activity toward achieving goals without direct supervision.
- Minimizes workflow disruptions and time wasters to complete high quality work within a specified time frame.

3. **DIPLOMACY AND TACT:** The ability to treat others fairly, regardless of personal biases or beliefs.

- Maintains positive relationships with others through treating them fairly.
- Demonstrates respect for others.
- Understands and values differences between people.
- Respects diversity in race, national origin, religion, gender, lifestyle, age, and disability.

4. **INTERPERSONAL SKILLS:** The ability to interact with others in a positive manner.

- Initiates and develops business relationships in positive ways.
- Successfully works with a wide range of people at varying levels of organizations.
- Communicates with others in ways that are clear and concise.
- Demonstrates ease in relating with a diverse range of people of varying backgrounds, ages, experience, and education levels.

5. **TEAMWORK:** The ability to cooperate with others to meet objectives.

- Discards personal agenda to cooperate with other team members in meeting objectives.
- Contributes positively and productively to team projects.
- Builds and sustains a trust relationship with each member of the team.
- Supports other team members and team decisions.

6. **RESULTS ORIENTATION:** The ability to identify actions necessary to complete tasks and obtain results.

- Maintains focus on goals.
- Identifies and acts on removing potential obstacles to successful goal attainment.
- Implements thorough and effective plans and applies appropriate resources to produce desired results.
- Follow through on all commitments to achieve results.

7. **PROBLEM SOLVING:** The ability to identify key components of a problem to formulate a solution or solutions.

- Analyzes all data relative to a problem.
- Divides complex issues into simpler components in order to achieve clarity.
- Selects the best options available to solve specific problems.
- Applies all relevant resources to implement suitable solutions.

Physical Demands of Position: While performing the duties of this position, the employee is frequently required to sit, stand, bend, kneel, stoop, communicate, reach, and manipulate objects. The position requires mobility including the ability to move materials weighing less than 50 pounds on a regular basis such as files, books, office equipment, etc. Manual dexterity and coordination are required over 75% of the work period while operating equipment such as computers, keyboards, telephones, calculators, and standard office equipment. Duties may be performed either indoors or outdoors, which may include working in extreme weather conditions. Work schedule is varied and may require evenings, weekends, and holidays. Hours vary depending on specific program needs. Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depends, in part, on the specific requirements for the job, the limitations related to the disability and the ability of the hiring department to accommodate the limitation.

Necessary Special Requirements: Possession of or ability to obtain a valid Oregon driver's license; safe driving record.

ADDITIONAL INFORMATION:

Hours/Shift: Work schedule is varied and requires flexibility, including evenings, weekends, on-call status, and some holidays.

Equal Opportunity Employer