



# Recreation Program Supervisor

Position open until filled, Interested Candidates Please Submit:

Completed Application, Resume and Cover Letter

Email To: [gmarkwardt@macaquatic.com](mailto:gmarkwardt@macaquatic.com)

Mail To: MACRD, 1195 SE Kemper Way, Madras, OR 97741 co Gregg Markwardt

## Salary

\$2,500.00 - \$3,500.00 Monthly

MACRD standard benefits: medical, dental, vision, retirement plan option after 1 year

Full-time position

## General Statement of Duties

Coordinate and supervise recreation programs in assigned area, providing high quality recreation opportunities for the community.

## Example of Duties

- Duties may include, but are not limited to the following:
- Recruits, hires, trains, schedules, supervise, and evaluates program staff and volunteers.
- Develops new programs and services that are consistent with District mission and goals and meet community needs and interests.
- Continually evaluates existing programs making improvements and adjustments.
- Provides for the safety of participants and staff, including implementing risk management practices.
- Develops program information and inputs data for the District's promotional outlets and website. Assists with specific marketing and promotion efforts for programs in coordination with the Director of Recreation and Aquatics.
- Addresses questions and concerns from participants, parents and others.
- Oversees contract program providers and vendors.
- Coordinates use of program area facilities in accordance with priorities and/or regulations; files necessary permits and schedules use of program space.
- Maintains and cares for program facilities, equipment, and supplies.
- Purchases regular program materials and supplies; recommends larger purchases.
- Promotes collaboration efforts with other agencies, community organizations, and businesses.
- Assists with the development of the budget in assigned area and monitors program revenues and expenditures to remain within budget.
- Facilitates inclusion of special needs participants in general recreation programs.
- Instructs and leads recreation programs and activities as needed.
- Acts as a Mandatory Reporter; reports incidents of child abuse/neglect.
- Performs other duties as assigned.

## Recruiting Requirements

Considerable knowledge of: theory, development, practices, implementation and evaluation in assigned program area; age and activity appropriate program planning; recreation program risk management; facilities and equipment required in assigned program area.

Skills and ability to: effectively communicate in both verbal and written form; exercise independent initiative, judgment, and decision making; demonstrate strong organizational, leadership, planning and problem solving skills; effectively supervise and motivate staff; work well with a wide variety of people including children, youth, and adults; actively participate in activities provided by program area; establish and maintain positive, respectful and cooperative relationships with all contacts; lift, restrain, and run after participants; lift equipment and supplies; work cooperatively with others and create a positive, construction relationship with staff and the general public; proficient in the use of office equipment including computers

## Experience and Training

1. Bachelor's Degree in recreation or related field; **AND**
2. Three years of progressive work experience in direct leadership and supervision of recreation programs, specifically as related to assigned program area; **OR**
3. Any satisfactory combination of experience and training which demonstrates the knowledge, skills and ability to perform the above described duties.

## Additional Information

### LICENSE AND CERTIFICATIONS

1. Possession of or ability to obtain within 30 days of hire a valid Oregon driver's license
2. Possession of or ability to obtain within 30 days of hire a valid First Aid/CPR certification
3. Other specialty licenses and certifications may be required depending on program area of assignment.

## Working Conditions

Work may be performed both in a traditional office environment, outdoors in varied weather conditions, or at a variety of community sites. Hours vary depending upon specific recreation program needs; includes evening, weekend and overnight hours. Position is fast-paced and can be stressful at times, dealing with deadlines, staffing issues, and a wide variety of participant issues. Frequent exposure to childhood illnesses poses slight health hazard. The flow of work and character of duties involve normal mental and visual attention much or all of the time. Physical exertion includes frequent walking, bending and the ability to lift and carry up to 50 pounds unassisted, pushing, pulling, and kneeling in order to deliver equipment and supplies.

## Supervision Exercised and Received

### SUPERVISION RECEIVED

Works under the general supervision of the Director of Recreation and Aquatics.

### SUPERVISION EXERCISED

Direct supervision is exercised over staff and volunteers; hire, train, manage and evaluate performance, develop goals, discipline, respond to grievances, and effectively recommend termination.