

## **Job Posting for Playground Supervisor, Sports Camp Supervisor**

### **Summary**

Plans, supervises, and implements a seven-week summer Playground Program, Sports Camp Program for children ages 5-15.

Responsible for supervising the summer program staff.

**Essential Duties and Responsibilities** include the following. Other duties may be assigned.

Selects, trains, supervises and evaluates staff.

Maintains and distributes equipment.

Assigns and disciplines staff.

Develops programs and new activities.

Public relations and publicity for program.

Recommend new programs and equipment.

Addresses complaints and resolves problems.

### **Supervisory Responsibilities**

Manages three subordinate supervisors who supervise a total of 30 employees in the Recreation Department. Is responsible for the overall directions, coordination and evaluation of this unit. Also directly supervises 30 non-supervisory employees. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, and training employees; planning, assigning and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

**Qualifications:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations maybe made to enable individuals with disabilities to perform the essential functions.

### **Education and/or Experience**

Bachelor's Degree from four-year college or university; or one to two years' related experience and/or training; or equivalent combination of education and experience.

### **Certificates, Licenses, Registrations**

CPR, First Aid and current valid Driver's License

### **Hours:**

Playground Program Monday-Friday 8:00 am – 4:00 pm

Sports Camps Monday-Friday 9:00 am – 12:00 pm

### **Payrate:**

\$16.75/hr

