

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

R&P Program Supervisor I

Department: Recreation, Parks, Historic and Cultural Affairs

Pay Grade: 509

FLSA Status: Exempt

Job Code: R814

JOB SUMMARY

The purpose of this classification is to plan, coordinate and supervise assigned recreation, visual arts, performing arts or athletic programs for the Recreation, Parks, Historic and Cultural Arts Department. Work involves planning programs of a specialized nature which meet the interests and needs of the community; securing, allocating and coordinating program resources; supervising part time and seasonal employees, instructors, coaches and/or volunteers; and maintaining program operational and administrative records.

ESSENTIAL JOB FUNCTIONS

- Develops, plans and coordinates assigned recreation, visual arts, fitness, historic assets, performing arts or athletic programs and special events; identifies community needs and interests; forecasts program participation; develops program plans and schedules; coordinates and allocates equipment, facility space, fields and/or supplies based upon program demands; and schedules and coordinates program events with vendors, sponsors, instructors, volunteers, coaches, referees and/or other service providers.
- Oversees the implementation and execution of planned programs and activities; ensures adherence to safety guidelines and administrative and operational policies and procedures; evaluates programs and assesses effectiveness; and recommends and/or implements changes to improve programs.
- Coordinates the use of facility spaces between internal and external groups by maintaining the master building calendar. Responsible for communicating and ensuring proper facility space set-up for internal and external groups. Manages rental attendants needed for external groups.

- Supervises, counsels, directs and/or disciplines the work of part time staff and/or volunteers, which may include seasonal employees, instructors, coaches and/or volunteers; trains, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals.
- Creates and manages employee work schedules for open recreation hours & assigned rental hours.
- Provides support to the Area Coordinator in an administrative and creative capacity.
- Serves as coach, teacher, mentor and/or instructor to program participants; and may travel with teams or groups on specific occasions.
- Markets and promotes programs/events; creates and distributes schedules and calendars identifying programs, events, locations, staff assignments and other pertinent information; assists with the preparation of brochures, press releases, flyers, invitations and other communications materials; distributes materials to targeted audiences; provides program information to websites, media venues, and community groups; and maintains mailing lists.
- Performs program administration; collects program and registration fees; administers service contracts; manages assigned program budgets; monitors expenditures; receives, reviews and processes invoices from vendors and service providers; and records and deposits revenues.
- Identifies needed equipment, materials and supplies; assists with purchasing new equipment and supplies.
- Establishes and maintains program files, records and databases; prepares budgeting records and operational reports; maintains statistical information; prepares and/or reviews incident and accident reports; prepares, letters, correspondence and other documents; and submits facility records and reports to management upon request.
- Establishes effective working relationships with Department and City employees, associations, community groups, sponsors, local businesses, media representatives and other parties with program interests and interactions; provides customer service and assistance to patrons, participants, and the general public; resolves sensitive issues and problems; and provides information regarding programs, policies and services.
- Supervises the issuance, use and maintenance of recreation supplies and equipment; implements inventory controls and procedures; opens, closes and secures facilities; inspects equipment and/or facilities; identifies needed repairs and/or unsafe conditions; and coordinates needed maintenance and repairs.
- Responds to emergency situations; provides needed assistance; maintains calm and responsive demeanor during emergencies; and prepares incident/injury reports.
- May attend professional conferences and workshops to promote knowledge in related areas of responsibility.
- Operates a personal computer, general office equipment and recreational equipment as necessary to complete essential functions, to include the use of word processing, spreadsheet, database, or other system software.
- May serve as facility manager of certain community/recreation centers; schedules use; ensures program maintenance; and inspects for safe and appropriate operation.
- Performs general clerical and administrative work in support of assigned duties, including preparing documents and correspondence, answering telephones, assisting customers, copying and filing documents, and preparing outgoing mail.
- Performs other related duties as required.

MINIMUM QUALIFICATIONS

Education and Experience:

Requires a Bachelor's degree in Recreation Administration, Athletics, Performing or Visual Arts, Historic Preservation or Interpretation or closely related field; supplemented by one (1) year of experience planning and implementing recreation programs; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

Licenses or Certifications:

- May be required to possess and maintain Red Cross certificates for CPR and Standard First Aid.
- Possess and maintain a valid Georgia driver's license with a satisfactory motor vehicle record (MVR).

Special Requirements:

- None

Knowledge, Skills and Abilities:

- Knowledge of the principles, practices, techniques, safety requirements and equipment used to develop and supervise assigned recreation, athletic, visual art and/or performance art programs.
- Knowledge city or departmental administrative policies and procedures.
- Knowledge of the principles and practices of budgeting, program administration, public relations and supervision.
- Skill in the use of general office equipment and recreation, athletic or other program equipment.
- Ability to develop, plan, coordinate, supervise and administer assigned recreation, athletic, visual art and/or performance art programs.
- Ability to manage assigned resources and to supervise staff.
- Ability to review, classify, categorize, prioritize, and/or analyze data. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.
- Ability to apply principles of persuasion and/or influence over others in a supervisory capacity and the ability to interact with participants, volunteers and the general public in an effective manner.
- Ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.
- Ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.
- Ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.
- Ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

- Ability to exercise judgment, decisiveness and creativity in situations involving evaluation of information against measurable or verifiable criteria.

PHYSICAL DEMANDS

The work is medium which requires the ability to exert light to medium effort that involves walking or standing virtually all of the time. Work may involve some lifting, carrying, pushing and/or pulling of objects and materials of medium weight (20-50 pounds). Tasks also require the ability to perceive and discriminate colors or shades of colors, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

WORK ENVIRONMENT

Work is regularly performed with exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, temperature and noise extremes, or rude/irate customers.

The City has the right to revise this job description at any time. This description does not represent in any way a contract of employment.

The City of Roswell, Georgia commits to a policy of equal employment opportunity for applicants and employees, complying with local, state and federal laws. The City's policy is to employ qualified persons without discrimination regarding race, creed, color, religion, age, sex, country of national origin, marital status, disability, sexual orientation, gender identity, genetic information, political affiliation, ethnicity, or status in any other group protected by federal/state/local law.