

City of Roswell
Department: Recreation, Parks, Historic & Cultural Affairs
Division: Recreation
Job Recruitment Title/Descriptor: Program Supervisor – East Roswell
City Title: Program Supervisor I, FLSA Status: Full-time (Exempt)
Reports to: Program Coordinator – East Roswell
Hiring Salary Range: \$45,406 - \$59,009
Posting Date: October 23, 2023

Background:

The City of Roswell seeks a qualified Program Supervisor to be responsible for full day summer camps at East Roswell Park and Roswell Area Park, specialty camps held at East Roswell, year round recreation programs at East Roswell Recreation Center, family events and special events held in various parks and facilities that meets the interests of the community.

Examples of Position Responsibilities:

- Hires, supervises, schedules, and evaluates part-time and seasonal staff.
- Coordinates with other staff the planning, organizing, and implementing of shared programs and facilities.
- Coordinates the use of East Roswell Recreation Center between internal and external groups by maintaining the building calendar.
- Responsible for ensuring proper facility space set-up for internal and external groups using East Roswell Recreation Center.

Education/Experience:

- Bachelor's degree from college or university with emphasis in recreation or sport management or related field or at least (3) years' experience in recreation field including supervision of staff and programs; and fiscal responsibilities.
- American Red Cross CPR/First Aid/AED Certification
- Must possess a valid Georgia driver's license

Additional Requirements:

- This position will need to be flexible with work arrangements and mobile between multiple sites as needed. The position requires some on-call duty and the ability to work during holidays, and nonstandard hours whenever the need arises.
- Physical Ability: Tasks require the ability to exert light to moderate, though not constant physical effort, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light to moderate weight (10-50 pounds).

Please attach responses to the below questions to your application.

1. Please describe in detail your experience working with children as it relates to camps and other youth programming.
2. What unique skill or quality do you possess or will bring to the position that another candidate likely will not?
3. Why do you want to work for the Roswell, Recreation, Parks, Historic & Cultural Affairs Department?