

## **Town of East Lyme Job Description**

**Date:** April 9, 2024

**Position:** Recreation Supervisor

**Department:** Parks and Recreation

**FLSA:** Non- Exempt

**Reports To:** Director of Parks and Recreation

**Supervises:** Full-time personnel as assigned, part-time personnel, seasonal personnel, volunteers and others as assigned.

### **SUMMARY OF RESPONSIBILITY:**

Under the direction of the Director of Parks and Recreation, manages and supervises the department's public recreational, social, and cultural programs, events and facilities. Supervises the full-time Program Coordinator and has primary responsibility for programs, events, seasonal beach operations and facility scheduling.

### **ESSENTIAL FUNCTIONS:**

- Acts with authority of the Director when Director is not available.
- Assists the Director in budget preparation and implementation for General Fund operations, the Special Revenue Program Fund, and the Capital Improvement Plan.
- Responsible to plan, organize and implement special event programming including large community events, races, and other seasonal or cultural events.
- Orders supplies and equipment.
- Determines youth, family and/or cultural needs and interests relating to recreational programs and events.
- Oversees scheduling of Community Center spaces, recreational spaces and sports facilities.
- Coordinates recreational activities with the Board of Education and other social and community agencies.
- Develops and maintains connections with community partners to provide services.
- Coordinates with youth sport leagues and other organizations to provide athletic field space for public and private use.
- Supervises and manages seasonal beach staff and operations.
- Assists Director in departmental and commission short- and long-term planning.
- Trains, supervises and evaluates assigned seasonal, part-time and subordinate employees and makes hiring, promotion and disciplinary action recommendations.
- Maintains accurate data relating to the success/failure of programs and prepares reports on programs, events, and monthly activities as necessary.
- Participates in professional organizations to remain aware of developments in the Parks and Recreation field.
- Serves as the department's coordinator with the recreational management software system, social media, the department's web pages and public relations campaigns.
- Works evenings, holidays and weekends as needed.
- Performs other duties as assigned.

### **QUALIFICATIONS PROFILE:**

The skills and knowledge required would generally be acquired with a Bachelor's degree in recreation, physical education or a closely related area, and five (5) years of increasingly responsible experience in municipal or group recreation and park administration work, including three (3) years of supervisory experience. Thorough knowledge of the principles and practices of municipal recreation administration, park administration, park development and maintenance. Three years of Special Events programming. Ability to deal effectively with elected officials, members of the general public, and the media. Ability to present ideas and policies to individuals and groups.

**CERTIFICATIONS:**

- Certified Parks and Recreation Professional preferred
- Driver's License
- CPR/First Aid/AED preferred