

MANCHESTER TOWNSHIP

Job Title: Summer Park Program Supervisor
Department: Parks and Recreation
Classification: Part-time Seasonal
Reports to: Recreation Director

Job Summary:

Under Supervision of the Recreation Director, oversees all Summer Playground locations. The supervisor visits each site on a regular basis and as needed to address concerns, gather material requests, evaluate program implementation, and monitor staff interactions with program participants.

Reporting Relationship:

This position reports to the Recreation Director. This position receives general supervision and sets priorities and standards of performance for self and others.

Essential Tasks:

1. Supervises the summer program staff by providing daily guidance on program implementation, participant interactions, and supplies and materials.
2. Addresses any concerns from the park program staff and the program participants. Reports issues to Recreation Director.
3. Evaluates the program and makes changes and recommendations in consultation with the Recreation Director.
4. Communicates schedule and program changes to park program staff and parents as needed.
5. Observes the park program at each location at least once a week and works with the program staff as needed to meet program goals.
6. Ensures staffing levels are sufficient at each location and fills in as needed to meet appropriate staffing.
7. Coordinates with Recreation Director and Park Crew Leader for maintenance and other facility needs.
8. Ensures safe operation of activities and equipment by developing and enforcing procedures, rules, and regulations.

Additional Tasks: Contributes to team effort by performing other assigned duties as needed. Maintains cooperative relationship with the Recreation Department staff by communicating necessary information, responding to requests, building rapport; and participating in problem solving methods.

Job Qualifications

Essential knowledge, skills, abilities, and experience:

- Must be at least 21 years of age and possess a high school diploma or GED.
- Ability to manage a staff of up to 20 employees.
- Knowledge of recreational activities, equipment, and facilities.
- Solid time management, conflict resolutions, and problem-solving skills.
- Ability to establish and maintain effective working relationships with municipal and program staff, program participants and parents, and public.
- Ability to respond quickly and effectively to situations.
- Excellent written and oral communication skills.
- Basic computer and software proficiency.

Physical demands and Work Conditions:

- The employee is occasionally exposed to weather conditions prevalent at the time of working in and visiting recreation facilities.
- Ability to maintain physical condition appropriate to the performance of assigned duties and responsibilities which include standing for periods of time, transporting objects and supplies, kneeling or crouching, and lifting objects up to 25 pounds.

Licenses, Certification or Registration:

- Possession of a valid Pennsylvania motor vehicle operator's license for the class of vehicles to be operated.
- Must possess all proper child abuse background clearances per state requirements.

Disclaimer

The above statements are intended to describe the general nature and level of work being performed by a person assigned to this position. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required to perform the job.

Employee Acknowledgment: The employee is expected to adhere to all Township policies. The employee understands that this job description reflects management's assignment of essential job tasks. Manchester Township's management reserves the right to assign or reassign duties and responsibilities to this job at any time.

I have read and understand this acknowledgement and job description.

Signature: _____ Date: _____

Manchester Township provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability, or genetics. In addition to federal law requirements, Manchester Township complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, and transfer, leaves of absence, compensation, and training.