

PROGRAM SUPERVISOR



From: Human Resources Department

Position: Program Supervisor (exempt)-Parks & Recreation

Salary: \$43,992.87 with 5% increase after 6-month probation

Date: May 15, 2023

An employee in this class is responsible for planning, organizing, and supervising specialized programming for all ages including a childcare program. Work includes maintaining a safe and educational environment, supervising, and conducting activities.

The employee projects, monitors and manages a program budget, and recommends program rules, policies, and procedures to insure safe, effective, and enjoyable programming that maintains public acceptance. Work includes building partnerships with community, civic and business organizations, and groups to promote and extends services throughout the community, marketing activities, handling registrations of participants, and supervisory responsibilities over a small staff of childcare workers. Work requires significant judgment, initiative and creativity in planning activities that are age appropriate.

The employee may be subject to the final standards on OSHA's blood borne pathogens. Work is performed under general supervision of the Parks & Recreation Director, and is evaluated through observation, discussion, conferences and acceptance of parents and the community.

Duties and Responsibilities

- Researches and seeks input from the general public regarding needs and interests to identify potential new and/or improved program and activities that improves and extends services for this target group in the community.
- Proposes new programs and activities to the Parks & Recreation Director; identifies costs for programs and projects fees for each activity; develops varied programs and special events and evaluates effectiveness of programs.
- Develops and recommends budget including staffing, equipment, and supplies; monitors expenditures and ensures budget covers the entire fiscal year and is within approved amount; prepares purchase orders for equipment, supplies, etc.; reviews and signs invoices and forwards to director.
- Manages and supervises daily childcare center with daytime and evening hours, day camps, summer day camp programs/staff and program specialist. Networks with

PROGRAM SUPERVISOR

- community schools, businesses, civic and other organizations to collaborate and build partnerships that promote and extend recreational services to children being served.
- Promotes programs through publications, media and speaking to civic, community and business groups, and submits information to the director for the department brochures; serves on community organizations boards.
 - Develops quarterly program schedules and oversees staff caring for infants and toddlers in childcare center, running the summer camp, after school, etc.; assigns staff and recruits new staff for varied activities and programs.
 - Ensures clean and safe environments are provided for use with the public.
 - Conducts and/or supervises programs, activities, and programs staff.
 - Researches and organizes trips and activities; prepares transportation; obtains cost effective group rates.
 - Communicates behavioral trends, accomplishments, and problems with parents; monitors and regulates participant behavior.
 - Establishes and maintains necessary records and reports; requisitions supplies and materials.
 - Collects fees from families of participants for various program charges.
 - Responsible for the following programs: summer camp, day camp, parent's night out, supervise childcare staff, senior luncheons, senior trips, base camp on the go.
The applicant is expected to sustain current programs and create new programs for all ages.

Required Knowledge, Skills, and Abilities

- Considerable knowledge of the principles, practices and policies of recreation programs and activities, including knowledge of educational, behavioral, and developmental stages of infants through grade 12.
- Considerable knowledge of current literature, trends, and developments in the field of public recreation.
- Considerable knowledge of standard resources, materials, and facilities utilized in a public recreation program.
- Working knowledge of modern effective supervisory principles and practices including communication, coaching, motivation, and conducting performance evaluations.
- Working knowledge of computers and office software such as word processing and spreadsheets, and ability to use in performing duties.
- Working knowledge town budget, purchasing, and personnel policies and procedures.
- Ability to supervise the work of a varying number of part time staff.
- Ability to effectively plan, promote, organize, and execute programs and activities.
- Ability to communicate effectively with children, adults, and seniors.
- Ability to express ideas effectively in oral and written forms; to make presentations.
- Ability to deal tactfully, courteously, and firmly with the public.
- Ability to establish and maintain effective working relationships with infants and young children, parents, employees, coworkers, supervisors, community groups, organizations and businesses, and the general public.
- Ability to be creative and to plan and organize varied activities for different development stages.
- Ability to monitor and regulate the behavior of children with patience, nurturing, firmness, and understanding.

PROGRAM SUPERVISOR

Physical Requirements

Must be able to physically perform the basic life operational skills of stooping, kneeling, crouching, reaching, walking, lifting, fingering, grasping, standing, talking, and hearing.

Must be able to perform light work exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects.

Must possess the visual acuity to prepare and analyze data and figures including accounting, to operate a computer, and to determine the accuracy, neatness, and thoroughness of work.

Desirable Education and Experience

Requires bachelor's degree in parks and recreation, or an equivalent combination of education and experience.

Special Requirements

Valid North Carolina driver's license

Must be able to obtain a CDL bus driver's license within the first six months of employment (Class B)

CPR / First Aid

PHYSICAL AND DEXTERITY REQUIREMENTS:

Requires sedentary work that involves walking or standing some of the time and involves exerting up to 10 pounds of force on a recurring basis or routine keyboard operations. Must be able to perform basic life functions of fingering, grasping and repetitive motion.

ENVIRONMENTAL HAZARDS:

The job risks exposure to no known environmental hazards.

SENSORY REQUIREMENTS:

The job requires normal visual acuity and field of vision, hearing and speaking abilities.

JUDGMENTS AND DECISIONS:

Responsible for guiding others, requiring a few decisions affecting a few co-workers; works in a stable environment with clear and uncomplicated written/oral instructions but with some variations from the routine.

PROGRAM SUPERVISOR

ADA COMPLIANCE

The Town of Waynesville is an Equal Opportunity Employer. ADA requires the Town to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

Interested applicants may submit an application to:

**Town of Waynesville,
Brittany Angel, HR Coordinator
Human Resources Department
16 S. Main Street
Waynesville, NC 28786**

Or via email to bangel@waynesvillenc.gov

Applications will be accepted until filled