



POSITION DESCRIPTION

Position Title:	Program & Facility Supervisor
Level / Grade:	L1 / 7
FLSA Status:	Non-Exempt

GENERAL DESCRIPTION OF DUTIES

This is a highly-responsible professional position directing and coordinating efficient and effective recreation programs and administration and management of a City-owned facility. Supervision is exercised over subordinate assigned staff and contracted instructors. Employee exercises independence and initiative, prepares and monitors division budget, and works under general direction of the Division Director.

ESSENTIAL JOB FUNCTIONS

Because it is difficult if not impossible to present a finite list of every possible function to be performed by employee, the City of Wilton Manors reserves the right in its sole and absolute discretion to modify and update this job description and to ask employee to perform tasks beyond the duties presented herein. In the event a change is necessary to update the essential functions of the job, the City will provide as much notice as practicable to the employee.

- Plans, organizes, directs and promotes recreation programs and events.
- Manages and markets programs, including facility operations, and prepares schedules for personnel, programs, activities, and events.
- Acts as department liaison for large-scale, City-wide special events and street festivals.
- Plans, coordinates, and implements City special events including logistics, budgeting, scheduling, permitting, sponsorships, volunteer coordination, and marketing.
- Maintains meeting minutes and notifications, and coordinates all meetings of relevant City advisory boards.
- Manages and evaluates subordinate staff and contracted instructors.
- Develops and administers division budget.
- Evaluates recreation program effectiveness, recommending improvements and potential new programming.
- Plans, promotes, and directs special events, summer camp activities, and facility rentals.
- Explains and interprets department's plans, policies, and procedures to interested community groups.

PROGRAM & FACILITY SUPERVISOR

- Works with school district and residents of community to determine needs, and plan parks and recreational programs.
- Prepares various reports and maintains records.
- Provides courteous, high-quality service to members of the public by personally responding to requests for service or making appropriate referrals.
- Supervises the preparation and distribution of materials for publicity of recreation programs and events.
- Communicates effectively with a variety of individuals representing diverse cultures and backgrounds, and functions calmly in situations which require a high degree of sensitivity, tact, and diplomacy.
- Communicates effectively orally and in writing.
- Establishes effective working relationships with management, employees, and the public representing diverse cultures and backgrounds.
- Performs other work as assigned.
- Available to work some evenings and holidays.

EDUCATION AND EXPERIENCE

Minimum Qualifications

Any combination of training and experience which would provide required knowledge, skills, and abilities are qualifying. A typical way to obtain the required qualifications would be:

Graduation from an accredited four-year college or university with major course work in recreation or related field. Considerable professional experience in community recreation activities and facility administration and management, including two years of supervisory experience, preferably in a governmental or public agency setting.

Wilton Manors is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, Wilton Manors will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.