

CITY OF WILTON MANORS

POSITION TITLE: Program/Facility Supervisor
JOB CODE:
FLSA STATUS:

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; works under general direction of Department Director.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL FUNCTIONS

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Plans, organizes, directs and promotes recreation programs and events.
- Manages and markets programs, including facility operations, and preparation of schedules for personnel and programs, activities, and events.
- 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, facility rentals.
- Explains and interprets department's plans, policies and procedures to interested community groups.
- Works with school district and residents of community to determine needs, 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.
- Communicate effectively with a variety of individuals representing diverse cultures and backgrounds and function calmly in situations which require a high degree of sensitivity, tact, and diplomacy.
- Communicate effectively orally and in writing
- Establish effective working relationships with management, employees, and the public representing diverse cultures and backgrounds
- Performs other work as assigned.

MINIMUM QUALIFICATIONS

Education and Experience:

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

Equivalent to graduation from an accredited four-year college or university with major course work in recreation, or related field and 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.

Program/Facility Supervisor

I have read and understand this position description and hereby certify that I am qualified to perform this job, with or without reasonable accommodation.

Name (Print)

Employee Signature

Date