

Program Supervisor

Rate: \$18-\$20 range

Job Description: The Program Supervisor oversees all aspects of the assigned recreation programs. Maintains safety standards and practices at all times. Follows and enforces town and department policies. Ensures quality customer service to all program participants. The programs the Program Supervisor could oversee are: Pre-School Hoops, Kids on the Move, Tots on the Go and First Kicks Soccer. Flexible schedule.

General Duties:

- Responsible for the planning and implementation of the recreation program
- Assists with preparation of program budget and operates within budget
- Provides operational oversight to program
- Prepares written reports as requested, prep rosters and maintain documents
- Maintains superior communication with supervisors, participants and parents
- Oversees the daily operations of the program, staff and participants
- Ensures the safety and well-being of all program participants by providing high quality risk management at all times
- Other duties as assigned

Qualifications:

- Experience working with children and supervising staff in a youth sports environment
- Working knowledge of the assigned basic sports, coaching and excellent communication
- American Red Cross CPR/First Aid Certification (class available upon hire)
- At least 18 years of age with a valid driver's license and transportation.

Reports to: Recreation Supervisor and the Director of Parks and Recreation

Status: Temporary/Seasonal

Please send application to CAO Office (4 Market Street Collinsville). Application listed in the forms section.