

CITY OF HARRISONBURG
invites applications for the position of:

Recreation Program Supervisor

An Equal Opportunity Employer

SALARY:

<u>Hourly</u>	<u>Biweekly</u>	<u>Monthly</u>	<u>Annually</u>
\$23.06 - \$26.52	\$1,844.80 - \$2,121.60	\$3,997.07 - \$4,596.80	\$47,964.80 - \$55,161.60

OPENING DATE: 12/16/21

CLOSING DATE: Continuous

DESCRIPTION:



Do you want a career that allows you to utilize your supervisory skills and make a direct impact in the local community through assisting in the development and operation of recreation programs and facilities? If so, the City of Harrisonburg Parks and Recreation Department's Recreation Program Supervisor may be the right career for you!

The Recreation Program Supervisor is a full-time position with benefits and a preferred hiring range of \$23.06 - \$26.52 per hour (equivalent to \$47,964 - \$55,161 annually); however, an exact salary will be dependent upon the selected candidate's qualifications/experience and in compliance with City Policy Section 3: Compensation. The ideal candidate for this position will have considerable knowledge of administering basic principles of recreation programming and the ability to exercise considerable independent judgment in the role while providing excellent customer service.

As the Recreation Program Supervisor, you will:

- Provide leadership in the planning and implementation of recreation programs, to include but not limited to fitness and exercise programming, by inspiring innovation and creativity of staff and providing direction in modern recreation programming and planning;
- Serve as the lead for the Department's Community Health and Wellness Initiative;
- Supervise program/activity registration process and procedure;
- Provide clerical support and maintains communication with other divisions, organizations and individuals;
- Evaluate current practices and procedures for accomplishing department objectives to develop and implement improved service delivery;
- Create/maintain pertinent training information;
- Coordinate required training of assigned staff and ensure assigned staff completes trainings;
- Monitor department assets, conduct program supply inspections, and make recommendations regarding program supply replacements, upgrades, and more;
- Evaluate facility fitness equipment and make recommendations on equipment based on current trends;
- Develop quality and safety standards and ensure they are met;
- Assist with:
 - Coordinating activities by scheduling work assignments, setting priorities, promoting teambuilding, ensuring staff provides excellent customer service, and directing the work of assigned staff members;

- The implementation and evaluation of recreational activities, programs, and events;
- The enforcement of rules and scheduling of activities;
- The resolution of conflicts that may arise between staff and customers;
- Preparing program proposals, program budgets, and managing professional services and independent contractor agreements;
- Preparing and administering divisional and program budgets in coordination with the Special Events/Marketing Manager;
- Monitoring expenditures and payroll in accordance with established procedures;
- Purchasing equipment, supplies, and operating inventory;
- The recruitment of staff, volunteers, and contracted instructors to include: interviewing, hiring, training, scheduling and directing of work; evaluating performance of assigned staff; rewarding and disciplining staff members, addressing complaints, and resolving conflicts and problems;
- Open and close the operations of the recreational facilities, as needed.

Minimum Requirements:

- Undergraduate degree with coursework in parks and recreation, physical education, leisure services, education, exercise science or a related field and experience in the supervision of recreation programs and staff, or an equivalent combination of education and experience.
- Valid driver's license.
- Ability to work a highly flexible schedule including nights, weekends, and holidays.
- Current possession of CPR/AED/First Aid certifications or the ability to obtain the certifications within six (6) months of hire date.
- [Click here to view the physical requirements for this position.](#)

The ideal candidate will have:

- Knowledge of:
 - The management, operation, and implementation of community recreation programming;
 - The principles and best practices of recreation program delivery;
 - Current fitness and exercise programming and trends, to include experience in group fitness programming or instruction;
 - Risk management related to Parks and Recreation;
 - Best practices in supervisory techniques and associated federal, state, and City regulations;
 - Creative marketing tools; and
 - Fiscal record keeping, budgeting, and reporting methods.
- Skill in the use of a variety of recreation equipment.
- The ability to:
 - Plan and supervise the work of others, including leading others in team efforts towards common goals and objectives;
 - Establish and maintain effective working relationships with employees, participants, associates, and the public;
 - Exercise considerable initiative, fostering collaboration and teamwork, using discretion, and demonstrating creativity and innovation to improve work processes and service delivery;
 - Select and motivate staff and provide training and professional development opportunities, as available;
 - Organize work, set priorities, meet critical deadlines, and follow up with assignments with minimal intervention;
 - Read and interpret documents, write reports, develop correspondence, define problems, collect data, establish facts, and develop and present conclusions; and
 - Stay calm while working under stressful situations.

The selected candidate for this position will be subject to the following screenings and must receive satisfactory results:

- DMV record review;
- Drug screening; and
- Criminal background check.

This position is subject to testing through the City's random alcohol and controlled substances testing program.

To Apply: Applications will be accepted on the City's website until a suitable pool of candidates is received. **The first review of applications is expected to begin by December 28, 2021.** This position may close at any time after 10 calendar days. (posted 12/16/2021)

The City provides an excellent benefits package including health insurance, retirement (VRS & MissionSquare), life insurance, paid leave and holidays.

All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, sexual orientation, national origin, disability or veteran status.

The City of Harrisonburg is an Equal Opportunity Employer.

APPLICATIONS MAY BE FILED ONLINE AT:
<https://www.harrisonburgva.gov/employment>

Job #5433 - (Dec 2021)
RECREATION PROGRAM SUPERVISOR
CM

OUR OFFICE IS LOCATED AT:
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