

Recreation Supervisor-Program Coordinator



DESCRIPTION

The Recreation Supervisor-Program Coordinator is responsible for all operations related to the development and management of recreation programs.

DUTIES AND ESSENTIAL JOB FUNCTIONS

- Designs, plans, implements and evaluates innovative programs and events that respond to community needs.
- Works closely with the Director of Communications and Marketing to effectively market related programs and events. Creates and distributes program marketing materials, creates seasonal brochure materials and engages in outreach to the community for these events and assists in fundraising.
- Budget preparation for all areas of responsibility and is accountable for all receipts and disbursements relating to assigned areas.
- Recruits, trains and schedules all staff and/or volunteers necessary to accomplish departmental goals related to areas of supervision.

QUALIFICATIONS

- A Bachelor's degree in Recreation or related field and at least three years prior experience in the recreation field and/or relevant work experience.
- CPR/AED Certification required. CPR classes are available through BPD upon hire.
- Ability to communicate verbal and written English language.
- The ability to solve problems comprehensively and to produce accurate work on a timely basis.
- Proficient in utilizing social media such as Facebook and Twitter.
- Good computer skills, proficient with Word, Excel and Outlook. Experience with Rectrac registration system preferred.
- Valid drivers license

JOB STATUS Full Time **DEPARTMENT** Recreation **FSLA STATUS** Exempt

SALARY \$45,000 - \$54,000

HOW TO APPLY Qualified applicants should submit a cover letter and resume to Evelyn Struck at evelyn@bvilleparks.org. Position will remain open until filled. No phone calls.