

City of Shrewsbury
5200 Shrewsbury Ave
St. Louis, MO 63119
JOB DESCRIPTION

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| TITLE: | Parks and Recreation Program Supervisor | FLSA: Exempt |
| REPORTS TO: | Parks and Recreation Director | DATE: July 29, 2021 |

General Summary:

Under the general direction of the Parks and Recreation Director, responsible for the planning, designing, implementing, and supervising of recreational programs and special events in the area of youth and adult programs. Responsible for supervising Recreation Aides and their activities, registering participants and collecting fees and assisting the director in other departmental functions.

Starting Salary: \$36,902.00

Job Functions and Responsibilities:

Essential

1. Creates, develops, and implements program and event ideas and requests.
2. Coordinates program and event dates, times, schedules, space, and site accommodations.
3. Supervisory responsibilities including hiring, training, and evaluating staff and volunteers.
4. Prepares press releases and advertises programs and events through bulk mailings, brochure development and public information displays.
5. Responsible for facility management including monitoring of facility, park contracts and overseeing patrons, employees, and facility maintenance staff.
6. Prepares program budget with projected expenditures and revenues including fee structure.

Important

1. Answers telephone and greets customers, patrons and participants.
2. Keeps detailed records and analysis of all events, activities, accidents and recommendations.
3. Performs other related duties as assigned

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Knowledge, Skills and Abilities Required:

Education and Experience:

Bachelor's degree, from an accredited educational institution with emphasis in Parks, Recreation, Physical Education, Tourism or other related field. A minimum of one (1) year of related work experience is preferred.

Skills:

- Ability to apply recreational and developmental learning concepts to the design and implementation of programs and instruction.
- Ability to communicate effectively verbally and in skilled writing.
- Possess good organizational and public relation skills.
- Ability to apply negotiating and problem-solving skills.

Knowledge:

- Knowledge of community recreation, park programs and special events.
- Conducting and interpreting program evaluations and needs assessment.
- Instructing youth and adult populations including those with special needs.
- Ability to create new learning and recreational programs for individuals of varying needs.

Others (as applicable):

Material and Equipment Used:

- Computer
- Phone
- Copy machine and other office equipment

Physical Demands:

- Must be able to endure occasional extreme outdoor heat during summer.
- Must be able to lift up to 50 pounds
- Required to frequently stand, sit, walk, push or pull, bend, grasp/hold, read, write, hear and talk.
- Required to occasionally run, drive motor vehicles, squat or reach.

Application can be found on our website at www.cityofshrewsbury.com, or by emailing Parks@cityofshrewsbury.com.

The above statements are intended to describe the general nature and level of work being performed by employees assigned this classification. They are not to be construed as an exhaustive list of all job duties or roles performed by personnel so classified. It is as well intended to be compliant with the Americans with Disabilities Act.

The qualifications listed above are guidelines. Other combinations of education and experience, which could provide the necessary knowledge, skills, and abilities to perform this job, should be considered.