



FULL-TIME COMMUNITY PROGRAM SUPERVISOR

We're looking for a dynamic individual to be the next member of our Parks & Recreation team! The ideal candidate is a self-starter who works with urgency and initiative, is highly organized, has the ability to think creatively, and is committed to our mission of creating **memorable experiences** through **progressive thinking** and **exceptional service**.

The **Community Program Supervisor** plans, organizes, promotes, instructs, and supervises all Parks & Recreation community program offerings serving individuals of all ages. The position also actively recruits program coordinators and instructors to ensure a wide variety of programming.



MEMORABLE
EXPERIENCES



PROGRESSIVE
THINKING



EXCEPTIONAL
SERVICE

APPLY ONLINE! REPUBLICMO.GOV (UNDER CITY CAREERS)



CITY OF REPUBLIC
invites applications for the position of:

Community Program Supervisor

SALARY:	\$36,545.60 - \$41,787.20 Annually
DEPARTMENT:	Parks & Recreation
OPENING DATE:	02/19/21
CLOSING DATE:	03/12/21 05:00 PM
FLSA STATUS:	Exempt
JOB TYPE:	Full Time
DESCRIPTION:	

**This is a step and grade position. Each grade has 20 steps, the salary range above reflects the starting pay range.*

PRIMARY PURPOSE

Responsible for the development, organization, marketing, implementation, and supervision of a large number of community programs serving individuals of all ages. Contributes to the overall success of the Community Division team through collaboration, planning, and innovative thinking to achieve division and departmental goals.

EXAMPLES OF ESSENTIAL DUTIES:

1. Directly responsible for all Community Programs offered by the Parks & Recreation Department.
2. Plans, organizes, schedules, promotes, instructs, supervises, and evaluates a large number of community programs serving individuals of all ages and that further our mission statement of creating memorable experiences through progressive thinking and exceptional service.
3. Responsible for all childcare offerings including day camps and School's Out Program.
4. Actively recruits, trains, and continually evaluates the performance of part-time program coordinators and instructors, temp/seasonal employees, outside instructors from the business community, and volunteers. Prepares employee work schedules, maintains discipline, conduct, appearance, and all required records of personnel within respective area of department.
5. Works closely with the Operations Coordinator to plan, organize, and implement Party Package offerings, both indoor and outdoor. Assists in recruiting Party Package staff and scheduling.
6. Prepares marketing materials (flyers, social media graphics, newsletters) for Community Programs including the monthly Senior Newsletter.
7. Prepares and administers program budgets. Controls expenditure of budgeted funds and recommends specifications for major equipment and material purchases.
8. Plans and implements short-term or annual goals, objectives, and strategies for the department to ensure efficient organization and completion of work.
9. Assists the Parks & Recreation Department with all special events.

10. Exercises direct authority over all systems and personnel in accordance with approved policy and procedure.
11. Performs special assignments as requested, including researching and preparing reports and special projects.
12. Deals effectively and courteously with fellow employees and the general public.
13. Performs other duties as assigned.

IMPORTANT DUTIES

1. Attends conferences, workshops, seminars, and meetings for professional development purposes.
2. Performs continual research of other Parks and Recreation agencies, including websites and social media pages, to keep abreast of current trends in programming.
3. Maintains appropriate supplies for assigned area.
4. Maintains a neat and orderly work area.

TYPICAL QUALIFICATIONS:**Education and Experience:**

Bachelor's Degree from an accredited college or university in Recreation Management, Recreation and Leisure Studies or related area plus two (2) years of previous work experience in a recreational environment. Previous supervisory and programming experience preferred. Work experience may be substituted for education requirement on a year-for-year basis.

Necessary Knowledge, Skills and Abilities:

Must be a self-starter who possesses initiative and urgency in their work. Must have knowledge of planning, scheduling, and conducting recreational programs; must be able to memorize and retain information; must be able to effectively communicate through written and verbal skills; must have good time management skills; must have good cognitive and analytical skills; must be able to handle stressful situations; must be able to quickly assess or judge situations; must be able to make decisions under pressure in areas of responsibility; must be able to perform effectively as a member of a team in carrying out the City's Mission, Vision and Values. Overall professionalism displaying the utmost integrity, discretion, courtesy, cooperation, discipline, and behavior.

Licensing Requirements:

- Must have a valid Missouri State Driver's License.
- Must have current Arthritis Foundation Exercise Program Instructor Certification or become certified within six (6) months of employment.
- Must have current CPR/First Aid/AED Instructor Certification through the American Red Cross or become certified within six (6) months of employment.

SUPPLEMENTAL INFORMATION:**Physical Demands:**

Performs bending and reaching to both ground level and overhead; lifts, carries, pushes and pulls up to 60 pounds; must be able to hold and grip objects; must be able to stand for prolonged periods.

Work Environment:

May be exposed to extreme weather, dust or pollen, toxic fumes, chemicals or smoke, contagious diseases, electrical or mechanical hazards and extreme noise; May have poor ventilation; May work in confined places and awkward positions.

Miscellaneous Requirements:

- Will be required to work a variety of shifts including nights, weekends, and/or holidays.
- Subject to emergency call-in.

- Must be a dependable person due to the small size of the work force.
- Must successfully complete pre-employment substance abuse testing.
- Must successfully complete pre-employment background investigation.
- May be subject to random substance abuse testing.

Selection Guidelines:

Formal application, rating of education and experience, oral interview, reference check and job-related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

THE CITY OF REPUBLIC IS AN EQUAL OPPORTUNITY EMPLOYER.

Individuals with disabilities should request reasonable accommodations in accordance with the Americans with Disabilities Act prior to testing or appointment. Proof of United States Citizenship/Authorization to Work in the United States as established by the immigration Reform Act of 1986 is a condition of employment. We are committed to diversity and a drug-free workplace. Pre-employment drug testing is required.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://republicmo.com>

Position #02192021
COMMUNITY PROGRAM SUPERVISOR
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