

## Channahon Park District Job Description

<b>Position:</b>	Program Supervisor
<b>Reports to:</b>	Director of Recreation
<b>Status:</b>	Full Time
<b>FLSA Classification:</b>	Exempt
<b>IMRF:</b>	Eligible

### **General Statement of Position**

The Program Supervisor's primary duty is the coordination of all Adult Athletic leagues and programs, Youth Athletic programs, and leagues, After School program, Group Fitness, special events. The Program Supervisor is responsible for performing the essential functions as outlined in this analysis. The Program Supervisor is a full-time employee.

### **Qualifications**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **Representative Essential Job Functions:**

- Maintain a positive community image for the District.
- Strives to maintain a positive rapport within the District's organizational divisions.
- Actively supports the Safety Policy and the District's established loss control program, including training, safety rules, and developing ideas for the prevention of incidents, while providing a safe environment for Park District staff members and patrons.
- Prepares a budget for programs of responsibility.
- Recommend and develop new athletic programs and events.
- Develop and update operation manuals.
- Hire, train, evaluate, schedule, and recommend advancement and termination of staff.
- Inventory, recommend, and purchase supplies for programs.
- Assist in light maintenance and field set ups dealing with athletic programs.
- Organize, schedule, implement, promote, and evaluate adult and youth athletic leagues, instructional programs, trips, events, etc.
- Assists with organization and implementation of the 3 district wide races.
- Assist with registration and cash handling procedures.
- Promote lines of communication between the recreation division and the community by frequently making phone calls and sending emails to answer

- questions, listen to concerns and problem solve
- Works cooperatively with all members of the Recreation/Facility Division on special events and other programs as needed.
  - Drive to off-site locations to check on and supervise programs.
  - Record and submit staff payroll as appropriate for programs and facilities.
  - Calculate and submit payments for independent contractors, referees, and all other vendors as necessary.
  - Physical set-up of recreational programs, events and trips.
  - Assist in handling new inventory shipments and transporting them to the appropriate facility.
  - Stresses customer service.
  - Shows computer literacy.
  - Prepares purchase orders, reports and documents when necessary
  - Performs other duties relating to the position as directed, delegated, or as may be necessary.
  - Works cooperatively and efficiently with other parks districts and school districts for scheduling and program enhancement.
  - Display initiative both when working within area of responsibility or helping others
  - Display creativity in program development and implementation
  - Able to supervise part time staff and volunteers
  - Possess excellent safety awareness
  - Responsible for monthly safety trainings to safety team members
  - Actively participate in IPRA and South Suburban Parks and Recreation meetings and committees.
  - Writes brochure content and proofreads copy for accuracy before publication

### **Safety and Risk Management**

- Promptly report any work-related or patron related injuries to supervisor.
- Correct unsafe conditions and/or report them to a supervisor.
- Becomes thoroughly familiar with the Safety Manual Contents.
- Properly orients and continues to train employees on safety procedures.
- Cooperates with the Safety Coordinator in implementing all aspects of the safety policies and procedures as outlined by the Park District.
- Must be able to use personal protective equipment based on job specific tasks and may include, but not limited to, the following:
  - Protective Gloves
  - Appropriate footwear
  - Sun protection, hat, sunscreen

### **Supervisory Responsibilities**

This job may have supervisory responsibilities.

### **Competencies**

To perform the job successfully, an individual should demonstrate the following

competencies:

- Safety and Security – Use good safety awareness and judgment and follow policies; report potentially unsafe conditions; use equipment following manufacturer safety instructions; and follow agency ergonomic policies and procedures.
- Attendance/Punctuality – Demonstrate consistent attendance and on-time arrival.
- Dependability – Follow instructions, respond to management direction; take responsibility for own actions; keep commitments; and complete tasks on time or notify appropriate person.
- Professionalism – Approach others in a tactful manner; react well under pressure; treat others with respect and consideration; accept responsibility for own actions; and follow through on commitments.
- Interpersonal Skills – Focus on solving conflict, not blaming; listen to others without interrupting; keep emotions under control; maintain a positive attitude; and be receptive to constructive feedback.
- Teamwork – Promote and support work teams; put success of team above own interests; and support everyone's efforts to succeed.
- Planning/Organizing – Prioritize and plan work activities; and use time efficiently.
- Judgment – Exhibit sound and appropriate judgment; support and explain reasoning for decisions; include appropriate people in decision-making process; and make timely decisions.
- Problem Solving – Identify and resolve problems in a timely manner; and develop alternative solutions.
- Oral Communication – Listen and get clarification; and respond well to questions.
- Organizational Support – Follow policies and procedures.
- Technical Skills – Pursue training and development opportunities; strive to continuously build knowledge and skills; and share expertise with others.

### **Education and /or Experience**

Bachelor's degree in parks and recreation or related field. Excellent customer service skills, oral and written communication skills and computer literacy.

### **Language Skills**

Ability to read, write and organize materials at a professional level.

### **Mathematical Skills**

Ability to calculate figures and amounts for budgeting, purchasing, comparing prices, payroll, etc.

### **Computer Skills**

To perform this job successfully, an individual should have knowledge of the internet, word, excel and basic computer skills

### **Certificates, License, Registrations**

Certified Park and Recreation Professional preferred

Must have a valid Illinois driver's license.

Two years' experience in management or supervisory position desired

### **Physical Demands**

The physical demands described here are representative of those an employee must meet to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, stand, walk, use hands to finger, handle, or feel; reach with hands and arms, and talk or hear. The employee may be required to climb or balance, and stoop, kneel, crouch, or crawl. The employee may occasionally lift and/or move up to 50 pounds.

### **Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the Program Supervisor must resolve conflicts fairly while exercising good judgement with patrons, employees and volunteers. The employee may also have to work under stressful situations in regards to people and when first aid or CPR are required. The supervisor is responsible for safe and well organized athletic programs and will need to respond quickly and accurately to public requests and needs. The employee will be required to work evenings and weekends and may be required to work during extreme weather conditions.

**Review Date:** 09/13/2023

**Approved Date:**