

Nottingham Parks & Recreation

Title: Full Time Program Supervisor

Supervisor: Parks & Recreation Director

Wage Range: \$15.00 per hour with Benefits

Hours: Mon-Fri, hours/weekends vary

Last Revised: 4/27/2021



Job summary

Works under the supervision of the Recreation Director. Plans, organizes, and supervises comprehensive community recreation programs for seniors, adults, teens, and youth. Including but not limited to physical activities, athletics, special interest classes and vacation camps. This position will also work closely with the Recreation Assistant with summer day camps and the after-school program.

Summary of essential job functions

- Evaluate the recreational needs of the community and coordinate recreational staff in the development and implementation of community recreation programs.
- Organize and plan specialized programs in coordination with the Recreation Director and Assistant Director.
- Prepare or coordinate marketing/publicity including social media, news releases, flyers, pamphlets, and brochures, etc.
- Perform and/or oversee set up and breakdown of equipment for activities; organize volunteers to assist with programs
- Ability to communicate effectively, orally and in writing.
- Ability to interact with parents, participants, volunteers, and others involved with the Recreation Department using tact, understanding and patience.
- Ability to establish and maintain effective working relationships with co-workers, public groups, agencies, school officials, the media and town officials.
- Meet with individuals, community groups, school personnel and advisory groups to assure programs and activities are meeting the needs of the community.
- Maintain records and develop reports to evaluate the effectiveness of new or ongoing programs.
- Recommend the purchase of necessary equipment and supplies.
- Willingness to assist the department in necessary maintenance duties.
- Willingness to continue education through trainings to maintain awareness of current trends.
- In conjunction with the Assistant Recreation Director, supervise, train, and evaluate part-time and seasonal recreation staff, special interest instructors and volunteers.
- Perform related duties as assigned.

The Job Description lists typical examples of work and is not intended to include every job duty or task and responsibility specific to a position. An employee may be required to perform other duties not listed provided such duties are characteristic of the position.

Minimum Qualifications

- Degree from a four-year college or university with a degree in leisure Services, Recreation Administration, Business Administration, Sports Management.
- One-year recreation experience including community programming; management/leadership; public relations.
- Knowledge of procedures for implementing a variety of recreational activities and programs.
- Knowledge of recreational and social needs of the community.
- Willingness to work irregular hours, including nights and weekends.
- Must be able to lift between 20-40lbs.

- Must possess skills in the operation of a computer with proficiency using common and department applicable software.
- Must possess a valid Driver's License.
- Must successfully pass a background check
- Must be First Aid and CPR certified.

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed. This job description does not create an employment contract, implied or otherwise.

Application Deadline: TBD

Please forward resume & cover letter to:
Nottingham Recreation Department
C/O Recreation Director
P.O. Box 114
Nottingham, NH 03290

Or send an email to recreation2@nottingham-nh.gov