

## **TOWN OF DARIEN**

**Job Title:** Recreation Program Supervisor

**Pay Grade:** \$63,867-72,000

**Job Summary:** This position is to assist the Director and the Assistant Director of Parks & Recreation to plan, promote and supervise a comprehensive recreation program including but not limited to, town wide special events, enrichment programs, specialty camps and related programs. Administers business functions necessary for proper operation; helps to develop program policies and budgets. Night and weekend hours may be required.

**Supervision Received:** Works under the general direction of the Director of Parks & Recreation

**Supervision Given:** Supervises seasonal part time staff and independent contractors and—instructors; supervises all volunteers for programs and events.

**Examples of Essential Duties:** Plan, promote, schedule, and supervise community wide programming and special events; Lead the marketing and promotion of programs through advertising, including the creation of seasonal brochures, news releases, flyers, pamphlets, broadcast email and the ability to use social networking on a daily basis to broaden public and program awareness; Collaborate, communicate, and assist in scheduling use of facilities with other Town departments, civic groups, sport leagues, and schools; Co-ordinate the recruitment, in-service training, scheduling and evaluation of seasonal part-time employees, contractual staff and volunteers; Analyze information/data and provide departmental program and facility reports; Develop budget projections and monitoring revenues/expenditures for assigned programs, including specifying and purchasing materials and supplies; Co-ordinate with and attend meetings of other Town agencies, community groups, school personnel, advisory boards, and associations when appropriate; Review and evaluate the success of programs/events and make recommendations for continuation or cancellation; develop and maintain program rosters for instructors; Monitor facility safety and maintenance issues and reports to the Director; Daily contact with general public

**Knowledge, Skills and Abilities:** Knowledge of the principles and practices of modern recreation and event programming including staff recruitment and supervision, scheduling, communications, recordkeeping, and evaluations; strong knowledge of the practices of municipal recreation administration, strong knowledge of program and event revenue; strong knowledge of aquatic facilities; strong knowledge of computer applications and social network marketing appropriate for a recreational office. Ability to follow written and oral instruction and complete projects with minimum supervision; ability to handle multiple details and requests at one time; ability to deal effectively with people; ability to work independently; ability to network with people and organizations effectively. Solid verbal and written communication skills; maintain effective working relationships with various groups; exceptional problem solving skills; skilled in exhibiting patience and diplomacy; strong organizational skills; skills in using a camera effectively for marketing purposes; skills associated with the supervision and training of part-time staff.

**Minimum Qualifications:** Bachelor's degree in Recreation, Physical Education, Leisure Studies or related field from an accredited college or program. 3 years of experience in recreation programming or organizations similar to municipalities or any equivalent combination of education, experience and training. Valid Connecticut Driver's License; certifications in CPR/AED and First Aid.

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Candidates interest in applying for the position should submit an Application for Employment, cover letter, resume, salary history and three (3) professional references to: Pamela Gery, Director of Parks & Recreation, Darien Town Hall, 2 Renshaw Road, Darien, CT 06820, Tel: 203-656-7325, Fax 203-656-7389, email [pgery@darienct.gov](mailto:pgery@darienct.gov) .

**Posted: August 15, 2016. Open until filled.**