

City of Takoma Park
Recreation Department
RECREATION SUPERVISOR I
Full-Time
GRADE 32
Hourly Range: \$24.18-\$26.86
Depending on Qualifications
+ Excellent Benefits

The City of Takoma Park is seeking an enthusiastic Recreation Supervisor to develop and implement programs that include recreation activities, health and fitness programs, prevention programs, and special events, centered around the Takoma Park Recreation Center. Supervises part time staff and volunteers, oversees after school program areas.

TYPICAL DUTIES:

Manage day-to-day operations of the Takoma Park Recreation Center.
Develop program goals and objectives, and design and implement activities to meet the objectives.
Ensure proper maintenance and upkeep of the physical plant and equipment.
Market the facility and its programs to maximize use and participation.
Assist in managing, hiring and supervising program staff.
Recruit and enroll program participants.
Assure safety and supervision of participants at all times.
Develop and maintain positive customer relations.
Provide quarterly special events for participants and families.
Coordinate use of space and assure classroom and other space is well maintained.
Recruit, train, and supervise teachers, volunteers and parents to implement enrichment and recreational activities.
Establish and maintain partnerships with community based organizations, public agencies, local universities, city agencies, and other collaborators.
Implement the evaluation process on a regular basis, including surveys of students, staff and parents.
Monitor expenditure tracking.
Submit all required documentation, staff evaluations and reports on a timely basis.
Participate in all required department staff meetings and trainings.
Organize and maintain program files and paperwork.

MINIMUM QUALIFICATIONS:

*Bachelor's degree from an accredited four-year college or university in Recreation and Parks Management or related field; and,
*Three years experience supervising teen or youth programs and activities in a recreation related field; or,
*Any combination of education, training and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job.
*Ability to work effectively with diverse participants, parents and community members.
*Work includes evenings and Saturday shifts.

Licenses and Certifications:

First Aid, AED and CPR Certification
Bloodborne Pathogens
Valid Driver's License

SELECTION PROCESS:

Phase 1: Review of applications and resumes to determine the extent and relevancy of experience and training as it pertains to the Recreation Supervisor class specification. Application evaluation may involve written tests and/or other appropriate screening tools.

Phase 2: Interview - Applicants will be interviewed by a team.

Phase 3: Employment Background Check - Employment background check will consist of reviewing past and current job performance; driving & criminal background check.

Applicant must score satisfactorily on all phases in order to qualify for the position.

CLOSING DATE:

Submit letter of interest, resume or application and any other relevant materials to the Human Resources Department. Applications can be downloaded at http://www.takomaparkmd.gov/hr/cityapp_amended.pdf

Takoma Park is an Equal Opportunity Employer.

City of Takoma Park Human Resources
7500 Maple Avenue, Takoma Park, MD 20912
301-891-7201