

**CITY OF SHELTON**

**PARKS AND RECREATION DEPARTMENT**

**JOB DESCRIPTION**

**TITLE: RECREATION SUPERVISOR**

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**GENERAL DESCRIPTION:**

This is a responsible recreation position in the Parks and Recreation Department involving the organizing and implementing of recreational activities in public parks and other facilities. Work involves responsibility for planning, supervising and coordinating varied recreational programs for all age groups. Duties include organizing volunteer, part-time and seasonal staff and setting up events, arranging for personnel equipment and supplies and maintaining contacts with community organizations. This position also has the responsibility for making routine technical recreational program decisions. The work requires that the employee have good knowledge, skills and abilities in a phase of public recreational programs. This position also requires night and weekend work.

**SUPERVISION RECEIVED:**

Works under the general supervision of the Director of Parks and Recreation.

**SUPERVISION EXERCISED:**

Directs the work of any staff or volunteers assigned for the operation of recreational activities and programs in public parks and other facilities under the Parks and Recreation Department.

**EXAMPLES OF DUTIES:**

Assists in the planning, organizing, supervising and directing of diversified recreational programs and activities under the Parks and Recreation Department.

Trains subordinate, seasonal, part-time and volunteer staff.

Assists in the promotion of recreational programs and activities under the Park and Recreation Department.

Plans and conducts special events.

Maintains time sheets and other records.

Prepares activity and accident reports.

Assists in the preparation of the annual operating budget and capital improvement planning for the acquisition of open spaces for recreational activities and facilities improvements.

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Contacts community organizations to elicit support for ongoing activities.

Performs related work as required.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Good knowledge of the principles and practices of public recreation programs in the sports field.

Familiar with the methods and techniques of recreation programs.

Has the ability to work with large or small groups.

Has considerable ability to plan and organize sports activities and can supervise others.

Good ability to maintain records and prepare reports.

Considerable ability in oral and written communication.

Considerable ability to relate to residents on an individual and group basis.

Considerable ability to develop and implement recreational service and programs, including coordination of the efforts of various agencies and groups.

Considerable ability to establish and maintain effective working relationships with the City Administration, superiors, associates, subordinates, department heads of other City departments, and officials of other agencies and the general public.

**QUALIFICATIONS:**

Completion of a two-year college program in recreation or physical education, plus two (2) years of experience in working with a youth population in a sports or recreation environment, OR any combination of training and experience which provides a demonstrated potential for performing the duties in a class.

**SPECIAL REQUIREMENT:** Must be able to maintain First Aid certification.

**CITY OF SHELTON JOB POSTING 9252018**  
**PARKS AND RECREATION DEPARTMENT**  
**JOB TITLE: RECREATION SUPERVISOR**  
**YEARLY WAGE: \$51,685 - \$61,530**

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**NATURE OF WORK:**

This is a responsible recreation position in the Parks and Recreation Department involving the organizing and implementing of recreational activities in public parks and other facilities. Work involves responsibility for planning, supervising and coordinating varied recreational programs for all age groups. Duties include organizing volunteer, part-time and seasonal staff and setting up events, arranging for personnel equipment and supplies and maintaining contacts with community organizations. This position also has the responsibility for making routine technical recreational program decisions. The work requires that the employee have good knowledge, skills and abilities in a phase of public recreational programs. This position also requires night and weekend work.

**EDUCATION, EXPERIENCE AND TRAINING:** Completion of a two-year college program in recreation or physical education, plus two (2) years of experience in working with a youth population in a sports or recreation environment, OR any combination of training and experience which provides a demonstrated potential for performing the duties in a class.

**SPECIAL REQUIREMENT:**

Must be able to maintain First Aid certification.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Good knowledge of the principles and practices of public recreation programs in the sports field. Familiar with the methods and techniques of recreation programs. Has the ability to work with large or small groups. Has considerable ability to plan and organize sports activities and can supervise others. Good ability to maintain records and prepare reports.

**EXAMPLES OF DUTIES:**

Assists in the planning, organizing, supervising and directing of diversified recreational programs. Trains subordinate, seasonal, part-time and volunteer staff. Assists in the promotion of recreational programs. Plans and conducts special events. Maintains time sheets and other records. Prepares activity and accident reports. Assists in the preparation of the annual operating budget and capital improvement planning for the acquisition of open spaces for recreational activities and facilities improvements. Contacts community organizations to elicit support for ongoing activities.

The Recreation Supervisor Job Description is attached hereto, describing the examples of duties, supervision given and a more detailed job description, which terms and conditions will apply to each candidate.

**CITY OF SHELTON JOB POSTING 9252018**  
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**HOW TO APPLY:** Applicants may complete a City of Shelton job application available on the City of Shelton website [www.cityofshelton.org](http://www.cityofshelton.org) (Human Resources page) or on the Job Posting Bulletin Board located outside the Human Resources Department, Shelton City Hall, 54 Hill Street, Shelton, CT 06484.

**MERIT SYSTEM TESTING:** Applications will be reviewed to ensure that each applicant meets the minimum qualification requirements. The top fifteen (15) candidates who successfully pass a written test will be invited to participate in an oral panel interview. A combined score of the written test and oral interview will determine the ranking assigned to each candidate. The top ten (10) candidates will remain on a certified hiring list for at least one year from which the City will hire.

**PROBATIONARY PERIOD:** The successful candidate shall be considered probationary for six (6) months following the first day of work for the City of Shelton.

**STARTING SALARY RANGE:** \$51,685 - \$61,540 per the collective bargaining agreement between the City of Shelton and AFSCME Local 1303-238, Council 4, Administrative Clerical Union.

**JOB CLASSIFICATION:** This position is subject to the terms and conditions of the Collective Bargaining Agreement between the City of Shelton and AFSCME Local 1303-238 Administrative Clerical Union dated May 18, 2018. (Job Classification I)

**APPLICATION CLOSING DATE:** Applications will be accepted through **5:30 p.m. Friday, October 19, 2018**, at Shelton City Hall, Human Resources Office on the first floor of Shelton City Hall, 54 Hill Street, Shelton, CT 06484.

This position description should not be construed as a complete listing of all duties and is not a contract of employment. The City of Shelton is an equal opportunity employer. EOE/MF