



TOWN OF BARRINGTON

NEW HAMPSHIRE

Recreation Department

Program Supervisor Job Description

Job Summary

Under the supervisor of the Recreation Director, the Programs Supervisor is responsible for customer service, general clerical work, building and patron security, and the overall supervision of the recreational programs during evenings & weekend hours, often working in the facilities unaccompanied. This position will work closely with the Program Coordinator and Assistant Recreation Director to offer and maintain a comprehensive schedule of recreation programs across a variety of age groups.

Supervision Received

Recreation Director

Supervision Exercised

Part-Time & Seasonal Staff

Examples of Duties and Responsibilities

- Provide excellent internal and external customer service. Create a positive experience for customers through professional and courteous behavior and creative problem solving.
- Ability to establish and maintain effective working relationships with co-workers, volunteers, public groups, agencies, school officials, the media and town officials.
- Meet with individuals, instructors, community groups, school personnel to assure programs and activities are proceeding efficiently.
- Responsible for the security of the Town Gym (including closing and securing the building for the night), preparing, and submitting accident/incident reports, ensuring the safety of program participants, and providing first aid, if necessary.
- Enforce all program policies and procedures with staff, parents, and children.
- Establish and maintain relationships with key stakeholders and partners of after school programs.
- Communicate with Assistant Director and Program Coordinator about daily activities of each program, including immediate notification on accidents and/or injuries.
- Assist patrons with program enrollment and class registration. Register participants for classes, handle money, and perform other registration-related procedures.
- Ensure the department financial and deposit policies are being followed.
- Assist staff, instructors, and volunteers, with class set-up, event preparation, and program implementation and assist rentals as needed.
- Assist in the planning, organization, and implementation of a variety of community events throughout the year.
- Assist with the aspects of the programs including purchasing merchandise and maintaining inventory.
- Provide information and assistance over the phone and in person about programs, activities, gym rentals, and other general information.
- Perform data-entry. Research and collect data for special projects and reports.



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- Perform filing duties and operate standard office equipment including computer, copier, LCD projector, cameras, and cell phones.
- Attend staff meetings and work the occasional day-time shift, as required, and perform custodial duties, as needed.
- Willingness to continue education through trainings to maintain awareness of current trends.
- Willingness to understand that weekly & seasonal schedules may be adjusted due to new programs will be added to recreational offerings
- 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.

Knowledge, Skills, and Abilities

- A College degree is preferred, a high school diploma or GED equivalent is required.
- A background in education and/or experience in recreation, education, are preferred but not required.
- Minimum of 3 years of experience in Recreation including but not limited to Before/after care programs, camps, youth sports, community events and drop in program
- Excellent professional verbal and written communication skills.
- Proficient in Microsoft Office suite and other applicable software's utilized by the department
- First Aid/CPR Certified or willingness to become certified.
- Additional training may be required after employment begins.
- Completion of background check prior to hire.

This job description does not constitute an employment agreement between the employer and the employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.

Working Conditions and Physical Demands

Physical and Mental Requirements: Minimal physical effort generally required in performing administrative, finance duties. Position requires the ability to operate a keyboard and standard office equipment. Occasionally required to lift office equipment weighing 30 pounds. The employee is frequently required to use hands for gross motor, fine motor and dexterity to grasp or utilize office equipment and to reach with hands and arms. The employee is frequently required to sit, talk, and hear. Specific vision requirements include close vision, distance vision, and to adjust focus. Below is a more detailed account with the understanding the Town will make reasonable accommodations as outlined in the Americans with Disabilities act.



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Primary Physical Requirements	Other Physical Considerations								
Lift up to 10 lbs.: Frequently required. Lift up to 25 lbs.: Frequently required. Lift 26 to 50 lbs.: Occasionally required. Lift over 50 lbs.: Not required.	Twisting: Frequently required. Bending: Frequently required. Crawling: Occasionally required. Squatting: Occasionally required. Kneeling: Occasionally required Crouching: Occasionally required. Climbing: Occasionally required. Balancing: Frequently required.								
Carry up to 10 lbs.: Frequently required. Carry 11 to 25 lbs.: Occasionally required. Carry 26 to 50 lbs.: Occasionally required. Carry over 50 lbs.: Not required	<p style="text-align: center;">Work Surface(s)</p> Gymnasium floor, outdoors ground, standard office desk and chair. Carpeted and tile floors.								
Reach above shoulder height: Occasionally required. Reach at shoulder height: Required. Reach below shoulder height: Required.	<p style="text-align: center;">During an 8 Hour Day Employee is Required to:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;"><u>Consecutive Hours</u></th> <th style="text-align: left;"><u>Total Hours</u></th> </tr> </thead> <tbody> <tr> <td>Sit: approximately 2</td> <td>Up to 8</td> </tr> <tr> <td>Stand: less than 1</td> <td>Less than 8</td> </tr> <tr> <td>Walk: less than 1</td> <td>Less than 2</td> </tr> </tbody> </table>	<u>Consecutive Hours</u>	<u>Total Hours</u>	Sit: approximately 2	Up to 8	Stand: less than 1	Less than 8	Walk: less than 1	Less than 2
<u>Consecutive Hours</u>	<u>Total Hours</u>								
Sit: approximately 2	Up to 8								
Stand: less than 1	Less than 8								
Walk: less than 1	Less than 2								
Push/Pull: Frequently required									
Hand Manipulation									
Grasping: Frequently required. Handling: Frequently required. Torquing: Occasionally required Fingering: Frequently required. Controls and Equipment: Computer, telephone, copy and fax machines, scanner, calculator, shredder.									