

RSU No. 5 Durham ~ Freeport ~ Pownal
Recreation Program Supervisor Job Description
Classified Support

Qualifications:

1. High School or equivalency diploma.
2. At least 18 years of age.
3. Experience in youth programs/athletics preferred.
4. Holds current CPR/First Aid certification.
5. Ability to communicate pleasantly and effectively at all times with staff, parents, and children.
6. Computer skills: data entry, word processing, spreadsheets, online registration and data management systems.
7. Strong organizational skills and ability to handle multiple projects professionally.
8. Demonstrated commitment to focus on the health, safety, and well-being of children and staff.
9. Hold a valid drivers' license and have reliable transportation.

Reports To:

Recreation Coordinator ("Coordinator")

Job Goal:

To plan and coordinate a wide variety of athletic, recreational, and cultural activities for youth and adults, ensure participant and staff needs are met, and programs are run efficiently.

Performance Responsibilities:

1. Assist the Coordinator with athletic, recreational, and cultural activities for youth and adults. Programs may include, but are not limited to instructional classes, special events, trips, seasonal camps, and individual and team athletics.
2. Provide on-site supervision for larger team sport programs (soccer, basketball, lacrosse). Regular weekend and evening hours are required in managing these programs.
3. Assist with teen after-school programming and staffing.
4. Provide staffing assistance at summer camps and programs.
5. Hire and schedule referees for team sports programs.
6. Serve as liaison for team sports with other community recreation departments.
7. Develop practice and competition schedules for recreation programs.
8. Recruit and train volunteers.
9. Occasionally drive RSU vehicles to provide transportation for program participants.
10. Deal courteously with the public.
11. Performs such other duties as may be assigned by the Coordinator.

Essential Functions:

Ability to:

1. Read with comprehension, write and calculate accurately.
2. Reason and understand policies, procedures, and related job information.
3. Follow to completion verbal or demonstrated instructions.
4. Speak clearly, communicate effectively, accurately hear and see.
5. Complete with precision and safety all physical duties, including upper and lower body functions, reaching, lifting (at least 10-20 lbs.), bending, twisting, stooping, and climbing stairs.
6. Complete with accuracy eye-hand coordinated tasks.
7. Sustain and complete with accuracy assigned seated clerical tasks.
8. Concentrate on completion of job details when there are distractions and work under pressure to successfully meet deadlines.

Legal and Ethical Duties:

1. Maintains confidentiality on student information.
2. Maintains confidentiality about all aspects of work, student performance, and written and oral records.
3. Demonstrates a respect for the legal and human rights of students.
4. Follows health and safety procedures established by the system.
5. Arrives and departs punctually, notifying appropriate personnel about absences and coverage.
6. Demonstrates loyalty, dependability, integrity, and other ethical standards.
7. Follows the chain of command for various administrative procedures or concerns.
8. Observes Board and school policy.
9. Meets and follows all State and Federal laws and regulations.

Terms of Employment:

This position is up to 16 hours per week.

Evaluation:

Evaluated annually

Note:

The above job description reflects the general requirements necessary to describe the principle functions and responsibilities of the job identified and shall not be interpreted as a detailed description of all work requirements that may be inherent in the job, either at present or in the future.

To perform successfully in this position, an individual must perform each duty and responsibility satisfactorily. The requirements are representative of the knowledge, skill, and ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

I have read and understand the terms and conditions of this position.

Employee's Signature: _____ **Date:** _____