

Activity Supervisor

Performs responsible work overseeing programs, recreation classes, camps, activities, and events for families and individuals of a variety of ages and abilities; oversees all support staff at these activities/events and shows leadership skills while handling site record keeping and ensuring quality of facilities and quality of programs is met.

Qualifications:

Any combination of education and experience equivalent to 48 semester hours of college coursework; experience in staff management and instruction and working with children of different ages and abilities, preferred. Must possess a valid KS driver's license. Must possess or be able to successfully complete or obtain certification in Youth and Adult Cardiopulmonary Resuscitation (CPR) and First Aid.

Duties & Responsibilities:

1. Work requires the exercise of considerable initiative and independent judgment
2. Interprets, implements, and ensures compliance with program rules, regulations, and procedures, including sports and events outside of their area of expertise
3. Attends and supervises athletic games, camps, tournaments, and community/special events
4. Follows program plan and meets expectations set by the Sports/Events Director
5. Responsible for the effective supervision of assigned supporting staff, including prioritizing and assigning work duties
6. Communicates with other part-time staff on their job duties, in relation to the event/game they are working together on
7. Establishes and maintains rapport with participants, parents, school staff, administrative officials, and other community partners; works with parents and school staff to address behavioral needs and special accommodations; provides information to the public; collects patron feedback; responds to customer inquiries and/or complaints
8. Facilitate marketing and social media efforts to keep the community aware and involved in the events/programs you manage
9. Ensures a safe environment and proper use and upkeep of site facilities, supplies, and equipment; develops and enforces site rules; opens, closes, and secures facility when performing duties
10. Maintains program within set budget limitations; keeps accurate records/statistics and completes necessary site paperwork; reports all accidents, incidents, and disciplinary actions to supervisor
11. Incumbents in this position may be rotated or transferred to other facilities and/or assignments based on department or seasonal needs
12. Employees may be required to work evenings, weekends and holidays, including certain mandatory events
13. Solicits sponsorships and donations from time to time, help with promotional materials, distributing items to schools, clubs, businesses, organizations, and citizens
14. Performs other duties as assigned by Supervisor

To apply, please send resume and cover letter to: Parsons Recreation Commission, 200 S. Heacock Ave., Parsons, KS, 67357, or email resume and cover letter to prcdirector@hotmail.com. For questions, call 620-421-7077, x. 1. PRC is an Equal Opportunity Employer. First review of applications: **September 22, 2019** (open until filled)