

CITY OF MARSHFIELD JOB DESCRIPTION

JOB TITLE: Program Supervisor

DEPARTMENT: Parks & Recreation Department

TITLE OF IMMEDIATE SUPERVISOR: Parks & Recreation Supervisor

HOURS: 380 hours/year (mid-May to mid-August)

JOB SUMMARY:

This position is to assist the Parks & Recreation Supervisor to provide recreation programs for the Marshfield Community. The recreation programs include but are not limited to: Basketball, Volleyball, Youth Baseball, Gymnastics, Fall Soccer and Youth Trips.

ESSENTIAL FUNCTIONS:

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

1. Supervises, trains and directs recreation program staff. Reviews work and evaluate employee work performance.
2. Assists in the hiring, transferring, promotion, and disciplining of personnel under the supervision of this position.
3. Inspect and monitors facilities and equipment for participants in the recreation programs.
4. Prepares publicity for the local media for the recreation programs.
5. Administers and enforces city and departmental rules and regulations. Communicates and instructs personnel of appropriate rules, regulations, procedures, and policies.
6. Develops and maintains effective public relations and communications with city staff and the general public.

ADDITIONAL TASKS AND RESPONSIBILITIES:

Performs related work and duties as apparent and required.

MINIMUM TRAINING AND EXPERIENCE REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS:

Bachelor's degree or working towards in Community Recreation, Sports and Fitness, Wellness, Education or related field, or experience that provides equivalent knowledge, skills and abilities. Valid Wisconsin driver's license required. The following certifications are preferred but not required; CPR and First Aid.