



JOB POSTING

RECREATION SUPERVISOR

The Village of Allouez is seeking an energetic and outgoing individual to join our team as the Recreation Supervisor. This is a key leadership position directly responsible for planning, developing, coordinating, directing, and supervising diverse recreation programs, activities, and events for all ages and abilities for the Village of Allouez. This individual must be team oriented, creative, self-motivated, and enthusiastic with exceptional leadership and collaboration skills.

Ideal candidates for the Recreation Supervisor will have an Associate's or Bachelor's degree in Recreation Administration, Leisure Services, or a similar degree, and three years of progressive experience in recreational programming, supervision, and leadership. An equivalent combination of education and experience may be considered. Certification as a Certified Park and Recreation Professional, training in First Aid, CPR, and AED are desired. A valid driver's license is a requirement.

The typical schedule for this position works four nine-hour days with an early exit on Friday to start your weekend and has some flexibility to accommodate programs and events. The Recreation Supervisor oversees an energetic and enjoyably exciting Recreation Division within the Parks, Recreation, and Forestry Department with limited supervision and boundless opportunities.

This is a non-exempt, hourly position with a pay range of \$28.40 to \$38.43 (\$59,072-\$79,934) with a starting range of **\$28.40 to \$33.41 per hour** DOQ with an excellent benefit package. Please send a cover letter, resume, and Village of Allouez application to Village of Allouez, 1900 Libal St., Green Bay, WI 54301, Attention: Angie Cepeda or email to angie.cepeda@villageofallouezwi.gov. **This position will remain open until filled with first review of applications on March 15th, 2024.** Application and additional information regarding this position are available at <https://www.villageofallouezwi.gov/community/employment/>.

Village of Allouez

POSITION DESCRIPTION



JOB TITLE	Recreation Supervisor		
REPORTS TO	Director of Parks, Recreation, and Forestry		
FLSA STATUS	Non-Exempt	JOB TYPE	Full Time

JOB PURPOSE

The Recreation Supervisor is a key leadership position responsible for planning, developing, coordinating, and supervising diverse recreation programs, activities, and events for all ages and abilities. The Recreation Supervisor must be team-oriented, creative, self-motivated, and enthusiastic with exceptional leadership and collaboration skills.

DUTIES AND RESPONSIBILITIES

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

- Responsible for planning, organizing, scheduling, coordinating, and implementing recreational activities, classes, and events.
- Process operating expenditures for recreation activities including payroll for department employees, reviewing time sheets, and verifying hours and rates.
- Process facility reservations and program activity registrations.
- Schedule and coordinate the use and staffing of facilities and athletic fields utilized for programming and community use.
- Coordinate and supervise a state licensed youth summer camp program.
- Responsible for the hiring, supervising, training, scheduling, and evaluating of seasonal and part-time employees for recreation and senior programs.
- Monitor, maintain, and update the department's webpages and social media platforms.
- Evaluate programs and services, prepares reports, maintains records, and establishes fees for recreation programs and special events.
- Purchase, inventory, and distribute equipment and supplies for recreation programs and special events.
- Responsible for the marketing and promotion of recreation programs, events, and activities including coordinating the annual All About Allouez guide.
- Develop community partnerships to increase and maximize recreational programming opportunities.
- Develop annual budgets for the recreation division.
- Provides outstanding customer service and builds positive relationships with internal and external customers.
- Research and monitor trends and new topics in recreation and leisure services. Attends and participates in industry related conferences, seminars, and workshops.
- Attend staff, committee, and board meetings as needed.
- Assist with clerical tasks, receipting, telephones, elections, and customer service in the general office when necessary.

- Prepare a monthly e-newsletter, annual Village brochure, and assists with Village-wide communication efforts including appropriate responses to inquiries and comments.

QUALIFICATIONS

- An associate degree in Recreation Administration, Leisure Services, or similar degree required, but a bachelor's degree is preferred.
- Minimum of three years of progressive experience in recreational programming, supervision, and leadership.
- National Recreation and Park Association CPRP desired.
- CPR, AED and First Aid training and certification desired.
- Must possess a valid driver's license.

SKILLS AND ABILITIES

- Considerable knowledge of the principles, practices, and methods for delivering community recreation and leisure services.
- Able to develop, coordinate, and direct various recreation activities for the benefit of the community.
- Able to plan, schedule, train, supervise, and evaluate the work of recreation staff and volunteers.
- Exceptional customer service skills with strong verbal and written communication abilities.
- Able to respond to inquiries in an informed, efficient, and responsible manner.
- Able to develop and maintain effective partnerships with the public, community agencies, service organizations, and schools.
- Able to listen, respond to, and resolve citizen's requests and concerns and to undertake a variety of tasks on a daily basis related to overall Village operations.
- Computer savvy and willing to learn and operate a variety of programs and websites used by the Village.
- Knowledge or experience with RecDesk recreation software or similar products.

SUPERVISION/DECISION MAKING

This position supervises seasonal and part-time recreation employees. Makes preliminary recommendations regarding personnel matters. Decisions affect the operation of the work unit. Receives specific direction to accomplish assigned objectives and plans own work.