

POSITION DESCRIPTION

QUINCY PARK DISTRICT

Position Title: Special Population Supervisor

Department: Recreation

Unit: Special Populations

BASIC FUNCTION:

Under the direction of the Recreation Supervisor responsible for planning, organizing, and maintaining the Special Population Program and for supervising all assigned personnel. Maintain and control inventory of equipment and supplies, and purchase needed supplies and equipment upon approval.

SPECIFIC RESPONSIBILITIES

1. Plan, organize, and direct the implementation of a complete Special Population Program including: the creation of a comprehensive schedule of activities and events for a six week period; the planning and directing of special events such as: tournaments, community projects and educational programs; the organization of various teams, clubs, and special interest groups giving overall guidance to their activities; and the direct promotion of all activities and events as required.
2. Schedule, supervise and evaluate the work of subordinates; make recommendations regarding hiring, layoff or discharge, and salary adjustments.
3. Staff assigned activities with superior's approval to meet current and projected needs; train or direct the training of subordinate personnel as required; schedule and conduct periodic central staff meetings; prepare and implement a work schedule for the entire staff; maintain working time records; handle the distribution of items issued or distributed by the Park District to seasonal employees; secure and supervise the services of Special Population Assistants and volunteer workers; give general supervision and guidance to all subordinate personnel.
4. Work with the local community to better understand the needs of the community and to stimulate increased support and participation in recreational activities. Maintain favorable and active relationships with newspapers, public and community organizations.
5. Establish and review with superior, plans and objectives for the development of the Special Population Playground Program; make budgetary estimates concerning plans and prepare manpower need estimates.

SPECIFIC RESPONSIBILITIES CONT.

6. Work closely with, and consult with, Recreation Supervisor in planning future recreation development in accordance with overall objectives of the Park District; remain sensitive and aware of the special problems of the community served and apply such knowledge in developing proposed plans and specific program scheduling.
7. Supervise or perform the collecting, recording and transmitting of all funds generated by assigned activities; supervise the preparation and transmission of records and reports concerning program activities, their scheduling, and attendance; prepare an annual budget of operating expenses, maintain an inventory of supplies and equipment, and prepare a list of replacements and new items to be purchased.
8. Contact suppliers of recreational equipment and supplies to see better prices and new ideas; inform superior of new sources and act after approval by proper persons.
9. Handle various special programs as assigned; prepare necessary publicity literature on regular or special programs and release same after approval from Recreation Supervisor.
10. Perform other duties as required or assigned.

RELATIONSHIPS AND KEY CONTACTS

Supervisory Relationships:

1. Report to the Recreation Supervisor
2. Supervises the following positions where applicable:

Special Population Assistants
Volunteers

Key External Contacts

1. Has moderate contact with the suppliers regarding the provision of recreation supplies, equipment, needed services, and competitive pricing.
2. Has moderate contact with local, civic, religious and community groups, PTA's, and service organizations regarding participation and sponsorship of and information on recreation program activities.

DESIRABLE EDUCATION AND EXPERIENCE:

Required knowledge, skill and mental development equivalent to a Bachelor's degree with course work in recreation, recreational administration, physical education or other related fields Equivalent level of relevant work experience is fully acceptable.

Requires two years experience in park recreation programming with proven supervisor capabilities.

REVIEW AND APPROVAL

Prepared by:

_____ Date _____

Approved by:

_____ Date _____