



## JOB DESCRIPTION

1750 W. McKinney Butte- PO Box 2215 - Sisters, OR 97759 | ph: 541-549-2091 | sistersrecreation.com

**Position:** Program Supervisor  
**Reports to:** Executive Director  
**Pay range/status:** \$49,919.01-\$56,158.88 (Permanent full-time, FLSA exempt, benefited)  
**Opening date:** 12/13/2021  
**Closing date:** 1/7/2022

**General statement of duties:** Develops, implements and supervises a variety of programs for all ages. Programs include but are not limited to recreation, athletics, youth center, afterschool program, and preschool. Works closely with the Sisters School District with many programs to ensure services are in alignment with needs of the district. Does related work as required.

**Distinguishing features of the class:** An employee in this classification is responsible for developing, implementing and supervising a variety of programs which includes preschool, Kids Club, youth/adult recreation and athletics, fitness and summer camps. Work is performed under the general supervision of the executive director, who reviews work primarily based on results attained and on the accomplishment of outlined objectives and goals. Supervision is provided to a variety of staff including recreational aides, coaches, instructors, activity leaders, program leaders, and program coordinators.

### EXAMPLES OF ESSENTIAL DUTIES PERFORMED:

(Illustrative only. Any single position of a class will not necessarily involve all of the duties listed, and many positions will involve duties that are not listed.)

- Develop, oversee, and schedule a variety of programs for all ages. Establish appropriate fee schedules, evaluate programs and activities for participation, effectiveness, and safety.
- Grow current programs based on community need and input.
- Identify new program opportunities and community partnerships to expand and improve program offerings to the community.
- Provide excellent internal and external customer service. Create a positive experience for staff and patrons through professional and courteous behavior and effective problem-solving resolution.
- Communicate professionally, effectively and work cooperatively with all staff, agencies, and the general public.
- Assess environment for risks and corrects potentially hazardous conditions. Report all work-related employee incidents and patron incidents. Ensure employees are held to district safety, security and loss control standards.
- Work a flexible schedule, including weekends, evening and on-call status as needed. Provide onsite supervision and program leadership as needed.
- Represent Sisters Park & Recreation District on community-based committees/coalitions and or task groups/focus groups per the request and approval of executive director.
- Prepare/recommend annual budget and monthly budget projections for all programs under job responsibilities. Review, monitor, and account for expenditures and revenues within budgetary constraints and cost recovery model.
- Supervise subordinate employees, coaches and officials including assigning hours and/or work, evaluating performance, training, taking disciplinary action, and making hiring and termination decisions; oversee the work of volunteers.
- Ensure the compliance of district and department policies and procedures. Manage contracts and memorandums of agreement with vendors as required.
- Provide assistance to, and problem-solve with, staff and/or participants regarding program activities; respond to a variety of inquiries, problems, and/or complaints from program participants and the community.



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- Provide information to the appropriate staff for program and activity publicity and information for newspaper publications, bulletin boards, flyers, and quarterly program guides including social media promotions. Maintain program support documents including program calendar of events, game schedule, etc.
- Participate and work with other recreational programs and community, regional, and state organizations to promote and coordinate recreational programs.

### DESIRABLE QUALIFICATIONS:

**Knowledge:** Knowledge and understanding of principle of supervision, leadership, personal and professional development and practices. Knowledge of education, recreation, and athletic programs, behavior management, and customer service, knowledge of evaluating and addressing associated risks inherent with industry.

**Abilities:** Communicates effectively with all ages; work independently with accountability; excellent written and verbal communication skills, establish and maintain positive work relationships with staff, volunteers, participants, community groups and the public; represent the district in a professional manner within the community. Attention to detail; ability to work a variety of shifts, length of shift and days of the week may vary due to event/programs requirements.

**Skills:** Effectively written and oral communication skills; advanced skills using Microsoft Office Suite and recreation registration systems preferably RecTrac.

**Physical requirements of the position:** While performing the duties of this position, the employee will frequently be required to sit for extended periods and occasionally bend and stand. The employee will be required to lift, carry, or manipulate objects such as office materials, boxes, and supplies weighing up to 20 pounds frequently. Manual dexterity and coordination, including grasping and squeezing, are required for the majority of the work period, including the extensive use of office equipment like a computer, telephone, writing utensils, etc. In performing the duties of this position, it is likely that the employee will be indoors for approximately 80% of the work period, and 20% of the work period seasonally outdoors. Exposure to loud noise (above 70dB) is minimal, and never requires the use of ear protection. Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depends, in part, on the specific requirements for the job, the limitations related to the disability and the ability of the hiring department to accommodate the limitation.

**Personal protective equipment:** As assigned.

**Experience and training:** Four-year college degree in recreation or related field, and three years of progressively responsible experience in recreation, athletic and/or education/programming, parks and recreation, or related area which included working closely with youth/adults and the general public; or any satisfactory combination of education, experience and training which demonstrates the knowledge, skills and ability to perform above-described duties. Certified Park and Recreation Professional (CPRP) preferred.

### ADDITIONAL INFORMATION:

Hours/shift: Outside of established workweek hours, may work a flexible schedule, including weekends, evenings, meetings, and on-call status as needed including weather related schedule adjustment.

Equal Opportunity Employer  
Drug Free Workplace