

Youth Program Supervisor



To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

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JOB SUMMARY

Provides supervision of programs and activities designed for children participating in the City's Parks and Recreation Department programs. Responsible for creating and supervising program activities and ensuring adherence to departmental policies and procedures. The position supervises the staff, activities, safety, and security of registered participants. Work is performed under general supervision.

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ESSENTIAL JOB FUNCTIONS (examples, not all-inclusive)

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Effectively supervises program operation of assigned program.
- Lead recreational and age-appropriate activities with youth, including assistance with school work/schoolwork.
- Manage minor disciplinary issues.
- Supervises assigned student volunteers.
- Assist with any programming associated with youth participants/participants.
- Communicates with parents/guardians as needed.
- Greets patrons and responds to general inquiries applicable to assigned programs and the Parks and Recreation Department.
- Responsible for implementing activities and supervising of youth participants.
- Assist with ordering of program supplies.
- Administers basic first aid in the event of injury and completion of accident report/appropriate paperwork.
- Processes program registrations or applicable paperwork relative to the Department's needs.
- Performs light upkeep of facility from program use.
- Responds to routine questions, complaints, or requests for service.
- Communicates with direct supervisor relative to program needs.
- Reports safety concerns and hazards to the supervisor.
- Assists with Department Special Events.
- Ensures and enforces facility policies, regulations, and safety rules of the Parks and Recreation Department.
- Work a varied schedule to include, nights, weekends, and holidays.

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- Maintains accurate records of program participants.
- Performs related work as required.

QUALIFICATIONS

Education and Experience:

High School Diploma or equivalent; ~~A minimum of, supplemented preferably by two (2-4) or more~~ years' of experience in working with children; an equivalent combination of education, certification, training, or experience may be considered. Additional qualifying experience or completion of coursework at an accredited college or university in a job-related field may substitute on a year-for-year basis for one year of the required experience or education. Possess or be able to obtain a valid State of Florida driver's license by the date of hire.

Must be able to obtain First Aid and CPR Certification within six (6) months of employment.

Employees in the Parks and Recreation Department are required to satisfy a Level 2 screening process.

Knowledge, Skills, and Abilities:

- Knowledge of report and ~~recording keeping~~recording-keeping principles and methods.
- Skill in providing excellent customer service.
- Ability to manage groups of participants.
- Ability to follow instructions.
- Ability to work indoors and outdoors for extended periods ~~of time, especially during Special Events.~~
- Ability to complete light custodial duties.
- Ability to react efficiently and effectively in emergency situations.
- Ability to follow instructions and learn program operations and incident response protocols.
- Ability to work with limited supervision.
- Ability to work a designated work schedule, including evenings, weekends, and holidays.
- Ability to work independently and cooperatively.

PHYSICAL/MENTAL DEMANDS

Tasks involve the ability to exert moderate physical effort requiring considerable mobility in moving from one location to another in the performance of essential tasks.

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Involves various other intermittent physical activities that include, but may not necessarily be limited to, climbing, crawling, stooping, kneeling, and bending. Work may involve ~~some~~ lifting, carrying, pushing, or pulling ~~of~~ objects and materials of light to moderate weight ~~(5–30 pounds)~~.

WORKING CONDITIONS

Tasks are regularly performed inside or outside with potential for exposure to adverse conditions, such as dirt, dust, pollen, odors, fumes, poor ventilation, wetness, humidity, rain, temperature and noise extremes, machinery or moving vehicles, vibrations, animals/wildlife, poisonous agents, chemicals, oils, and other cutting substances.