

Separation of Duties:

Recreation Program Manager vs. Program Supervisor

This document outlines the distinction between the existing Recreation Program Manager position and the proposed Recreation Program Supervisor roles. The goal is to ensure strategic clarity while providing operational support that enhances program delivery and staff management across all areas of the Watertown Parks & Recreation Department.

Comparison of Responsibilities

Category	Recreation Program Manager	Program Supervisor
Leadership & Oversight	Leads overall strategic direction and execution of all rec programs	Acts as on-site lead for individual programs, ensuring daily operations run smoothly
Program Planning	Designs, develops, and schedules programs, aligning them with city and community goals	Contributes activity and curriculum ideas; assists with implementation, not overall program creation
Staffing	Recruits, hires, trains, and formally evaluates staff; builds the overall staff team	Provides real-time supervision and coaching; tracks attendance/performance; reports back to Program Manager
Community Engagement	Promotes programs citywide, communicates with partners and schools, speaks to media, and leads public outreach	Serves as the in-person point of contact for participants and families at events or programs
Administrative	Handles payroll, budgeting, contract coordination, and program registration systems	Maintains attendance, incident reports, supply tracking, and communicates scheduling issues to Program Manager
Facilities/Equipment	Oversees department-wide facility usage plans and capital requests	Organizes equipment for specific programs; transports and manages supplies for day-to-day use
Scheduling	Creates master staff/program schedules and manages conflicts long-term	Helps maintain program-specific staffing schedules and communicates when additional support is needed
Evaluation & Strategy	Evaluates program success, assesses community needs, and adjusts offerings accordingly	Offers program feedback based on field experience to support long-term improvements

Example Scenarios - Illustrating Division of Duties

Staffing Gaps at Youth Baseball

- **Program Supervisor:** Notices umpire absences, fills in, coaches new staff, and reports patterns.
- **Program Manager:** Adjusts hiring plans and staffing budget accordingly.

Soccer Program Curriculum

- **Program Supervisor:** Suggests updated warm-ups and recreational rule adaptations.
- **Program Manager:** Integrates suggestions into seasonal curriculum and marketing materials.

Incident During Camp

- **Program Supervisor:** Manages the situation on-site and submits documentation.
- **Program Manager:** Reviews and follows up with family, updates training protocols.

Enrichment Program Supplies

- **Program Supervisor:** Flags missing or broken supplies and updates inventory list.
- **Program Manager:** Orders replacements and updates financial records.

Program Promotion

- **Program Supervisor:** Gathers highlights and images from programs.
- **Program Manager:** Uses content for social media and reports to leadership.