



## Town of Danvers Position Description

<b>Title:</b> Program Supervisor	<b>Classification:</b> Non-Union
<b>Department:</b> Recreation	<b>Grade:</b> 5
<b>Reports to:</b> Fun Club Program Director	<b>FLSA Status:</b> Non-Exempt
<b>Effective Date:</b> February 16, 2024	<b>Union Status:</b> Non-Aligned

### **GENERAL SUMMARY:**

Under the direction of the Fun Club Program Director this position performs highly responsible duties requiring independent judgement and initiative in planning, organizing, and directing the work of the department and in the enforcement of federal, state, and local laws. This position primarily supervises and plans enrichment activities for elementary-aged children in the after school Fun Club recreation program. This position also oversees a summer recreational program in an administrator role and works with Recreation Department staff throughout the year on additional programming, events, and marketing opportunities.

### **ESSENTIAL FUNCTIONS:**

*The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.*

- Coordinates and plans daily enrichment activities for elementary school aged children.
- Adheres to all rules and regulations of the Department of Early Education and Care.
- Supervises group leaders and assistant group leaders in their roles at the Fun Club program.
- Maintains accurate and organized records for all children in the program.
- Facilitates monthly staff meetings.
- Oversees a summer program in an administrator role, designed to provide care, enrichment, and growth to participants.
- Works with Recreation Department staff to provide additional programming and events outside of Fun Club and summer programs.
- Assists in the design of marketing materials and campaigns including, but not limited to, department website, brochures, flyers, and social media.
- Represents and promotes the Recreation department at community and school department events as directed.
- Performs similar or related work as required, directed or as situation dictates.

### **MINIMUM QUALIFICATIONS:**

*The Town will consider any combination of relevant work experience, volunteerism, education, and transferable skills as qualifying unless an item in the qualification section of the job description is labeled required.*

- Must be 20 years old at time of hire.
- High school diploma or equivalent is required. Associates Degree in Child Development, Early Childhood Education, Recreation Management, or similar is preferred.
- Minimum of one (1) year of childcare experience and six (6) months of experience working with school-aged children is required.
- First Aid & CPR certifications are required.
- Updated Physical and TB documentation every two years is required.

- Required to successfully pass a CORI, DCF background check, SORI and Fingerprinting.
- Upon being selected as a candidate required to successfully pass three EEC tests: Medication Administration, 51 A Mandated Reporter, EEC, and Strong Start.
- Must be fully committed to providing service excellence to every person who visits, works, or resides in the Town of Danvers by embodying the organization's five core values: inclusion, integrity, accountability, positivity, and collaboration.

**KNOWLEDGE, ABILITY, SKILL:**

*Knowledge:* Basic knowledge of the practices, procedures, and equipment associated with children's recreation programs. Basic knowledge of childhood development. Knowledge of modern office methods, practices, procedures, and equipment. Knowledge of Massachusetts General Laws as they relate to departmental activity.

*Ability:* Ability to multi-task, to solve problems, and to prioritize and organize work in a fast-paced environment and in emergency situations. Ability to work independently and to make decisions in accordance with rules, regulations and policies. Ability to follow organizational operating policies and procedures in municipal government organization. Ability to use personal vehicle for work purposes. Ability to communicate clearly and concisely, both orally and in writing. Ability to use a computer and to operate standard office equipment.

*Skill:* Excellent planning and organizational skills. Excellent customer service skills. Skilled in creating age-appropriate activities.

**SUPERVISION:**

*Received:* Works under the general direction of the Director and in accordance with the applicable provisions of Massachusetts General Laws.

*Exercised:* Supervises program staff and participants.

**WORKING CONDITIONS & PHYSICAL DEMANDS:**

**Job Environment**

- Works both indoor and outdoor environments year-round. Normal office environment, not subject to extreme variations of temperature, noise, odors, etc. Majority of work is performed in a moderately noisy work environment, with constant interruptions. Outdoor environment is subject to various weather conditions.
- Makes frequent contact with the public, department heads, other Town employees. Contacts are in person, by phone, email and group meetings and involve an information exchange dialogue.
- Has access to employee and participant-related confidential and/or sensitive information.
- May be required to work additional/extended hours from time to time, including attendance at evening meetings.

**Physical Requirements:**

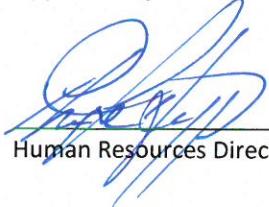
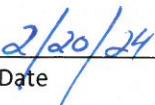
*The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- Moderate physical effort required in performing functions
- May be required to move/transport up to 30 pounds.
- Ability to operate basic school classroom equipment, a keyboard and general office equipment at efficient speed and view computer screens for an extended period of time.
- Frequently required to convey information at meetings with staff and others.
- Moderate physical effort required when performing duties of recreation programs.

**NOTICE:**

- The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.
- External and internal applicants, as well as position incumbents who become disabled as defined under the Americans with Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case-by-case basis.
- This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.
- Pay Equity/Equal Opportunity/Americans with Disabilities Act Employer.

Approved by:

  
Human Resources Director  
Date

Received by:

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Employee

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Date

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Human Resources

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Date

