



The City of Pelham is currently accepting applications for the full-time position of **Recreation Programs Supervisor**. This position reports to the Assistant Director of Parks and Recreation. The Recreation Programs Supervisor Manages the daily adult and youth sport operations of Pelham Parks and Recreation including supervising full-time Recreation Coordinators and managing department outdoor sport facilities.

**Essential Duties and Responsibilities** include the following. Other duties may be assigned.

- Hires, evaluates, trains, disciplines, and recommends dismissal of staff as necessary following established HR protocols.
- Supervises technical/support and student staff.
- Coordinates, schedules, and trains temporary and/or contract employees as needed to meet the needs of the programs. Serves as a liaison with external contractors and vendors.
- Prepares, reviews, and maintains a variety of reports and documents related to assigned programs and associated activities, including financial reports that reflect program revenue, expenses, and participant counts.
- Supervises and participates in the development and distribution of recreational / athletic brochures, fliers, mailings, and/or other related public relations materials.
- Submits budget recommendations for consideration; monitors expenses to ensure conformance to budget constraints.
- Studies and analyzes recreational needs, athletic interests, and resources for youth, teens, adults, and Senior Citizens. Evaluates all programs on an ongoing basis for improvements.
- Assists the Assistant Director of Parks and Recreation in conducting market research and developing short- and long-range adult and youth sport goals and objectives.
- Schedules all adult and youth sport recreation activities, events, and programs.
- Determines material, equipment, facility, supervision, or instruction needs for each activity or program and coordinates with other staff members.
- Communicates with citizens and participants in person, via e-mails, monthly calendars, newsletters, apps and program schedules.
- Purchases equipment and services from outside vendors.
- Works with staff as well as contract program providers.
- Complies with all applicable government regulations.
- Develops and maintains relations with other adult and youth sport providers in community.
- Establishes and maintains effective work relationships with others.
- Recruits and manages volunteers during the year.
- Coordinates and leads drafts for each sports division.
- Communicates and coordinates with other league representatives.
- Works with Recreation Coordinators to ensure all coaches are certified according to state requirements and are up to date on all rules for the season.
- Supervises–staff by assigning and distributing work, directing them in their job duties, monitoring progress of work, providing feedback and/or training.
- Assist with community special events.
- Basic understanding of officiating principles.
- Must be available to work weekends and available to work evenings Monday through Sunday.



**Qualifications:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Ability to learn specific Recreation Program(s) to perform daily duties. Must be able to workdays, evenings, and weekends. Individual will need to be on call and fill in for other employees as needed. Individual will also need to be on call and respond to alarm calls.

**Education/Experience:** Bachelor's degree in Parks and Recreation or related field plus three years related experience and/or training with managing full-time professional personnel and adult and youth sport programs; or equivalent combination of education and experience.

**Certificates and Licenses:** Certified Parks and Recreation Professional, Coach Safely, and Certified Youth Sports Administrator preferred or obtained within the first year. Valid Alabama Driver's License.

**Supervisory Responsibilities:** Directly supervises Athletic Coordinators and part time employees. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

**Work Environment:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is occasionally exposed to outdoor weather conditions. The noise level in the work environment is usually moderate. Must be available to work weekends and available to work evenings Monday through Sunday.

**Physical Demands:** The physical demands described here 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. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus. While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl and talk or hear. The employee is frequently required to sit.

**Compensation** is \$52,508.40 - \$71,563.56 depending on experience, education, and other training. The City of Pelham offers an excellent benefits package.

Applications are available on the city's website and can be downloaded. Completed applications may be sent to [HR@pelhamalabama.gov](mailto:HR@pelhamalabama.gov) or mailed to City of Pelham, Human Resources, at P.O. Box 1419, Pelham, AL 35124. The last day to submit applications is 5:00pm on Monday, January 16, 2023.

*The City of Pelham does not discriminate based on race, sex (including pregnancy), color, age, national origin, disability, or any other protected status. We base our hiring decisions on a variety of factors, including skills and ability to perform the job, prior employment experience, employment references as to character and willingness to work, willingness to accept the offered salary and personal interviews. The City of Pelham is an equal opportunity employer.*