TO: All Departments

FROM: Patience Talley, Director of Centers and Programs

DATE: June 1, 2021

RE: Job Posting for Community Center Supervisor

A job opening exists in the Community Affairs Department for Community Center Supervisor. If this position is not filled by a current employee of the city within ten (10) working days of this notice, it will be open to the public on 6/16/2021.

**DEFINITION/DISTINGUISHING CHARACTERISTICS OF JOB**
Under the immediate supervision of the Director of Community Center, this person is responsible for work of average difficulty in supervising and planning the activities of the assigned community center as required and specified by the overall job classification.

**EXAMPLE OF DUTIES**
Employee is responsible for planning programs and activities for children, youths and adults, which includes educational programs, league tournaments, the use of indoor and outdoor facilities, maintains inventory of recreation equipment, keeps records of center reservations and employees' time and make periodic reports to Director of Community Center.
Other responsibilities include completing weekly/monthly/annual center activity reports (Performance Measures); maintains schedules for use of center facilities, periodic observation to ensure that equipment and facilities are ready for use and in proper shape, conducts weekly staff meetings, attends park board and supervisors' meetings, completes requisitions for purchases, plans summer program activities and athletic events, ensures that time sheets for athletic events and workers time cards/sheets are properly signed and documented, performs daily communication with center staff to ensure that each worker is maximizing work output while maintaining the center in a safe and satisfactory condition. Follows the Louisiana Governmental Code of Ethics for public servants and ensures that other employees do the same. Performs other reasonable duties within the scope of work or in emergency situations as assigned by the appropriate authority.

**MINIMUM QUALIFICATIONS**

**Training and Experience**
Employee should have considerable knowledge of the operation of a community center and be able to understand and plan center activities. The individual performing this job task should possess a four-year college degree in recreation (or a closely related field) from an accredited institution and have three (3) years of supervisory experience in recreation or a closely related field. A post graduate degree and five (5) years of supervisory experience in a closely related field may be considered. The individual must be able to comprehend verbal and written instructions while willing to attend workshops and seminars to improve knowledge and learn current related recreational technology and innovations. The individual should have some knowledge of a variety of athletic and recreational activities including league and recreational rules and techniques, first-aid procedures and operation of recreation programs. The individual must be able to communicate effectively with children, senior citizens, adults, coaches, athletic officials, other city personnel, community organizations as well as the general public.

**Knowledge, Abilities and Skills**
Be able to endure much walking, standing, and stress.
Complete weekly, monthly, and annual reports
Maintain an inventory of equipment, materials, and supplies.
Possess computer skills.

**Licenses and Certificates**
Valid Driver's License.