

SEASONAL PLAYGROUND SUPERVISOR

Genesee County Parks and Recreation Commission

GENERAL STATEMENT OF DUTIES:

To organize, administer, and supervise the daily operation of summer recreation programs for children and youth, ages 5-15.

STATEMENT OF TASKS:

- Research, plan, develop, and organize daily recreation programs and activities
- Handle discipline problems
- Keep inventory of equipment/supplies
Communicate with parents, participants, and other park visitors
Disseminate information about facilities, park activities, and related park programs
- Maintain good relationships with the general public, as well as public and private officials
- Supervise persons in the Playground Leader position
- Participate in the keeping of Park areas clean and in presentable condition
- Responsible for the preparation and maintenance of necessary reports and records
- Work is performed under supervision; performs related work as required

The tasks specified above are intended to be sufficient to identify the class and be illustrative of the many duties that may be assigned. It should not be interpreted to describe all of the duties an employee assigned to this class may be required to perform.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

- Requires strong communication, supervisory & organizational skills
- Ability to communicate effectively and maintain good working relationships with the general public, outside agency partners, and park staff
- Ability to understand and carry out complex oral and written directions
- Ability to prepare and maintain necessary reports and records
- Knowledge of and ability to plan, organize and conduct recreation programs
- Ability to assess and respond to emergency situations
- Ability to work with people of different age groups
- Thorough knowledge of park rules, policies, and procedures

RECOMMENDED QUALIFICATIONS:

- High school graduate or equivalent
- Two (2) years of park experience or experience in planning/conducting program activities, education (teaching), or working with children in a structured setting

SPECIAL REQUIREMENTS:

- Must be willing to work weekends, holidays, and irregular hours as scheduled and/or directed
- May be required to wear a prescribed uniform
- Requires a valid driver's license
- Must complete a CPR/First Aid certification course provided by the Genesee County or provide proof of current certifications.