

**CITY OF NEW LONDON
CONNECTICUT**

**RECRUITING ANNOUNCEMENT
AN EQUAL OPPORTUNITY EMPLOYER**

Recreation Department

Position: **Site Supervisor (Before Care Staff 6:45 AM to 8:45 AM and After
Care Staff 2:15 PM to 5:00 PM)**

Salary: \$15.50 per hour

General Description of Job:

The Site Supervisor is responsible for the overall supervision and management of a program site, its staff and its participants. This includes planning and organizing activities, monitoring staff performance, enforcing rules and maintaining a safe environment as well as managing administrative duties.

Minimum Qualifications:

Bachelor degree and one (1) year of experience or Associate degree and three years of experience in a leadership role overseeing the provision of recreational or similar programs to a population that includes children and supervisory experience.

Special Qualifications:

Certified or ability to be certified in CPR, First Aid.

How to Obtain Information:

Apply to the Personnel Office, 13 Masonic Street, New London, CT 06320 or online at jobs@newlondonct.org Please call the Recreation Department at 860-447-5230 with any questions. No employment benefits will be offered for seasonal positions.

Examination*:

Department Interview	Background Investigation
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(Weighted 100%) (Pass/Fail)

* *Each* portion of the examination process *must* receive a passing score of 70% or more in order to proceed to the next phase of the examination process.

** The City reserves the right to move only a select number of applicants forward to the Department Interview.

Open Until Filled, EOE MFH

FLSA: non-exempt
Wage Scale: Seasonal
Location: Recreation
Hours: Part-time, Varied

SITE SUPERVISOR

GENERAL STATEMENT OF DUTIES:

The Site Supervisor is responsible for the overall supervision and management of a program site, its staff and its participants. This includes planning and organizing activities, monitoring staff performance, enforcing rules and maintaining a safe environment as well as managing administrative duties.

Reports to and works under the supervision of a Program Manager.

EXAMPLES OF WORK (ILLUSTRATIVE):

The Site Supervisor plans and implements daily activities to provide organization and structure to the program, scheduling staff in accordance with program attendance, including consideration for days off and lunch breaks.

- Directly supervises program staff, working with Assistant Site Supervisors to ensure that Program Leaders are conducting activities that are enjoyable and safe for program participants.
- Enforces department rules and policies for the benefit of all participants.
- Provides superior customer service by treating all program participants, including staff, and participant family members with respect and dignity. Ensures that participant satisfaction is a priority of all subordinates.
- Manages parent complaints and concerns in a professional, empathetic manner reinforcing the department's commitment to customer service.
- Coordinates the daily inventory of program supplies, inspecting for shortages or damages, reporting results to the Program Manager for replenishment or repair.
- Coordinates and oversees the inspection of site areas including bathrooms, parking lots, fields and other areas for hazardous conditions, cleanliness, or suspicious activities.
- Maintains a professional demeanor and attitude at all times, demonstrating appropriate work ethic and the importance of customer service.
- Attends and assists with conducting scheduled staff meetings and training to learn new supervisory techniques, program/policy changes and to discuss important issues pertaining to programs.
- Maintains accurate records of attendance as well as of any emergencies and behavioral issues for all participants, for follow up and documentation. Provides written reports of accidents or incidents within 24 hours to the Program Manager, to ensure timely follow up.
- In the event of an emergency, takes appropriate action, calls 911 and contacts the Program Manager immediately.

- Assists Program Manager as needed and performs other duties as assigned.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Working knowledge of and experience in providing municipal recreation programs and activities.

Skill in understanding and ensuring that written and oral instructions are carried out.

Skill in understanding the needs of children coupled with knowledge of their physical, mental and emotional limitations.

Ability to competently supervise subordinate employees and to provide effective instructions.

Ability to provide sound, positive leadership and stability, ensuring program continuity and success.

Ability to work with employees and participants of varying ages and backgrounds, utilizing sound judgment and mature decision making.

Ability to maintain strict confidentiality as needed and in accordance with federal and state law, particularly in understanding and disseminating highly confidential medical information.

Ability to maintain composure and effective decision-making abilities at all times and to handle emergency situations competently.

Ability to establish effective working relationships with superiors, subordinates, and program participants and to deal with issues using sound judgment, courtesy and tact.

Ability to operate a motor vehicle in the State of CT and to handle extensive driving as needed.

Ability to meet the physical field demands of the position including occasional heavy lifting and driving, working indoors and/or outdoors, moderate walking, sitting. Ability to wear sneakers and/or appropriate safety footwear during all recreational activities.

MINIMUM QUALIFICATIONS:

Bachelor degree and one (1) year of experience or Associate degree and three years of experience in a leadership role overseeing the provision of recreational or similar programs to a population that includes children and supervisory experience.

SPECIAL QUALIFICATIONS:

Certified or ability to be certified in CPR, First Aid.

Revised: 5-11