

VACANT POSITION
DEPARTMENT: LEISURE SERVICES
OBTAIN APPLICATION: <http://spaldingcounty.com/careers.php>
SUBMIT APPLICATION & PROOF OF EDUCATION TO:
employment@spaldingcounty.com or the HUMAN RESOURCES OFFICE
CLOSING DATE: Will Remain Open Until Filled

Job Title: Community Center Supervisor (Position No. 2508)
Salary: Pay Grade 10 ; Hiring Rate \$45,000 per year
Provisions of Personnel Ordinance for Promotion/Demotion/Transfer
Work Schedule: M-F, 40-hour schedule to include day time and evening hours; occasional weekends.

This position has been determined to be non-exempt under the overtime provisions of the Fair Labor Standards Act.

MINIMUM TRAINING AND QUALIFICATIONS: Associates degree in Education, Human Services, Physical Education, or related field with a minimum of one (1) year of practical experience coordinating youth and/or adult programs and activities; or any equivalent combination of education, specialized training, and experience which provides the necessary knowledge, skills, and abilities for this position. Must possess a valid Georgia Class C Driver's License.

GENERAL STATEMENT OF JOB: Under general supervision, develops, plans, coordinates, promotes and implements community center programs and activities for youth and adults. Duties include: Managing facility operations, organizing and managing recreation programs, planning special events, promoting leisure services throughout the community, supervising programs and marketing community center services.
Supervises part-time and volunteer personnel. Reports to the Programs Supervisor.

PHYSICAL REQUIREMENTS: Must be physically able to operate a variety of sports, recreation and maintenance machines and equipment. Must be able to use body members to work, move or carry objects or materials. Must be able to exert up to forty pounds of force occasionally, and/or up to twenty pounds of force frequently. Physical demand requirements are at levels of those for active work. Must be able to lift and/or carry weights of forty to seventy pounds.

ESSENTIAL JOB FUNCTIONS:

ALL FUNCTIONS MAY NOT BE PERFORMED BY ALL INCUMBENTS.

Registers program participants, collects fees, and prepares participation and program reports.

Plans, coordinates and implements community center activities and programs.

Conducts community outreach to surrounding neighborhood.

Organizes and manages programs for youth and adults; plans/coordinates details of events/programs such as registration, logistics, food/beverages, equipment/supplies, staffing needs, and publicity.

Purchases necessary items for community center programs and events

Manages reservations and program registration transactions. Accounts for revenues and prepares weekly financial reports.

Creates marketing materials such as fliers, press releases, posters and brochures. Promotes programming and facility rentals. Shares program accomplishments on social media.

Develops program participation records/class rosters; evaluates effectiveness and success of programs; recommends and implements necessary changes;

Develops program partnerships and community relations for program supports. Collaborates with local school administrators, civic organization leaders, businesses, and public and private agencies for program support. Promotes program goals through public speaking engagements.

Identifies current trends in recreation programming and develops new programs;

Identifies sources for program funding such as grants. Writes grant proposals for special programs. Compiles required reports for program funding sources.

Evaluates fee structure of facility room rentals and programs/classes and makes recommendation for fee structure.

Prepares and submits Program Budget annually for consideration. Manages annual program budget.

Manages facility staff. Conducts interviews and makes recommendations for hire including seasonal and permanent positions. Supervises, schedules and approves time sheets. Trains and directs assigned staff. Processes employee concerns and problems, counsels, disciplines and evaluates the performance of staff. Completes employee performance appraisals.

Trains subordinate staff in all areas of performance including specific duties, day to day operations and responsibilities, standard operating procedures, customer service policy and county policy.

Recruits, interviews, trains and assigns volunteers.

Recruits, manages and coordinates instructors and contractors who provide instructional classes.

Oversees community center operations and usage; manages community room reservations and rentals; identifies maintenance problems and completes maintenance work orders. Supervises/coordinates maintenance and upkeep of the Center, including facility repairs, janitorial services, floor care, painting etc.

Manages the conduct of participants and enforces policy regarding suspensions. Investigates complaints and conduct policy infractions and makes recommendation to Supervisor for length of suspension. Communicates specific suspension notices to other community center staff. Coordinates with local law enforcement as needed regarding incident reports, arrests, charges and criminal trespass

Promotes, manages and coordinates usage/lease of the Center to clubs / individuals and schedules/assigns meeting spaces for groups/activities; coordinates security of facility or events.

Utilizes various computer software applications for program and facility management, facility maintenance, creating necessary reports, programming online activity registration, recording fire/tornado drills etc.

Maintains active involvement in Georgia Recreation and Park Association on the district and state level and represents the department on committees.

Works evenings and weekends as needed.

Supports department special events and programs as needed.

ADDITIONAL JOB FUNCTIONS

Performs other related duties as required.

June 2024
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