

CITY OF PERRY, GEORGIA

JOB ANNOUNCEMENT

POSITION OPENING: 23-05 **Post Dates:** 07/01/2022 – 07/15/2022

Classification Title: Leisure Programs Supervisor I

Salary Range: \$40,500 – \$65,000

Location: Perry Leisure Services Department

Term of Appointment: Regular/full-time

Probationary Period: 12 months

JOB SUMMARY:

This position provides administrative support to the Director of Leisure Services, planning and coordinating a variety of recreational and cultural programs, as well as special events, for Perry citizens while under general supervision. This position is also responsible for supervising assigned staff and facilities.

ESSENTIAL TASKS:

- Supervise and execute administrative activities for the department, including financial, personnel and general customer service functions.
- Coordinate the preparation of departmental performance, financial, and operational reports.
- Attend meetings with outside agencies and individuals, networking to identify potential instructors for various programs that address the needs of the community.
- Plan, organize, and coordinate a variety of programs, athletics, and special events.
- Develop promotional materials for programs, events, and facilities.
- Assess the status, needs, and viability of current programs while developing, evaluating, and recommending new activities and programs for the future.
- Supervise and train paid and volunteer staff involved in program activities for the community.
- Ensure a safe and healthy atmosphere for participants by supervising the maintenance of facilities.

KNOWLEDGE, SKILLS, & ABILITIES REQUIRED FOR THE POSITION:

- Knowledge of the principles, objectives, and philosophy of recreation/leisure for a municipality.
- Knowledge of facilities, supplies, and equipment needed to conduct leisure/recreational activities.
- Ability to work with various-sized groups of individuals of all ages.
- Ability to use all resources in offering a diversified program of leisure/recreational activities.
- Skills in program planning, organizing, supervising, and conducting work-related activities.
- Skill in effective oral and written communication.
- Knowledge of personal computers and basic office programs.

SUPERVISION RECEIVED AND/OR EXERCISED:

- Position reports to the Director of Leisure Services.
- Incumbent will supervise activity leaders, instructors, and full-time leisure employees.

PHYSICAL DEMANDS:

Class E criteria job demand.

WORK ENVIRONMENT:

Work is primarily performed in a general office facility, with some outdoor activities. Some evening work may be required, and travel to various City sites will be necessary.

MINIMUM QUALIFICATIONS:

- The Leisure Program Supervisor should possess, at minimum, a bachelor's degree in Recreation or a related field, and at least two (2) years' experience in leisure/recreation programs; or any equivalent combination of education and experience which provides the required knowledge, skills, and abilities to successfully perform the duties and responsibilities of the position.
- Ability to effectively speak, read and write business English.
- Ability to speak Spanish a benefit.
- Current, valid driver's license.
- No criminal history involving child abuse, sexual abuse, or other predatory crimes.
- Familiar with standard office functions and software.
- Employment history featuring progressively more responsible and complex duties.
- Able to effectively interact with diverse clients.

This position requires pre-employment, post accident, and random drug screening.

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