

COMMUNITY OUTREACH SUPERVISOR

Position Code: 1304

WC Code: 9102

FLSA Status: Non-Exempt

Pay Grade: 353

Location: Parks & Recreation

Approval Date: 2023

General Statement of Duties

This position is responsible for coordinating and supervising community engagement opportunities throughout the Town's park system, including planning activities and events, and facilitating requests from community members interested in holding events in Town parks. The position also manages the Department's volunteer program and special use facilities and amenities.

Distinguishing Features of the Class

An employee in this class plans, coordinates, and implements a variety of recreation and leisure time activities in the parks. Work involves planning and leading both indoor and outdoor activities for the general public. Duties include supervising full-time and part-time employees, contract instructors, and/or volunteers engaged in park improvement efforts. Work includes judgmental discretion in the application and interpretation of community activities. Extensive public contact is involved in recreation work including working in both inside and outside environment, in extreme hot and cold weather, noise, dust, and fumes. Duties may expose the employee to human body fluids, thus work is subject to OSHA regulations on bloodborne pathogens. Work is performed under the general supervision of the Assistant Parks & Recreation Director and is evaluated by review of records and reports, in conferences, and by an appraisal of the general effectiveness of recreation and leisure time activities.

Duties and Responsibilities

Develops, plans, organizes, and coordinates engaging programs for various age groups.

Assists with advertising community activities, including dates, times, and employment opportunities.

Hires, trains, schedules, and supervises personnel; assists personnel with daily operations, planning, and implementation of community-based activities and programs for all ages.

Maintains supply inventory for all programs or activities.

Pursues grant opportunities.

Coordinates volunteer groups for park improvement projects.

Coordinates Scout projects and various legacy projects.

Works with community organizations to form mutually beneficial partnerships to expand service offerings.

Facilitates organized events offered by the public as required.

Forecasts and maintains operating budget for Community Engagement.

Performs oversight and engagement of various park amenities which may include, but are not limited to, outdoor pool, splash pads, and skate park.

Oversees employees who specialize in art and nature programs.

Assists with Town-wide special events when needed.

Performs other duties as requested.

Recruitment and Selection Guidelines

Knowledge, Skills, and Abilities

Knowledge of the principles and practices of municipal recreation programming.

Knowledge of departmental and safety rules and regulations.

Knowledge of departmental and Town policies and procedures.

Knowledge of grant acquisition and management principles and guidelines.

Knowledge of management and supervisory principles and practices.

Skill in the supervision of personnel.

Skill in the organization of recreational activities and programs.

Skill in the operation of computers and computer software and other standard office equipment.

Skill in planning, organization, and decision-making.

Skill in oral and written communication.

Skill in multi-tasking and logistics.

Ability to manage aquatic facilities and implement various aquatic activities.

Ability to safely and effectively drive a vehicle while pulling an enclosed trailer.

Physical Requirements

While performing the duties of this job, the employee is frequently involved in some combination of climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, grasping, talking, and hearing. Hand and finger dexterity is required to operate equipment. This position involves heavy work requiring the employee to exert up to 100 pounds of force occasionally; and/or up to 50 pounds of force frequently; and/or up to 20 pounds of force constantly to move objects. Lifts and carries heavy equipment and/or materials (up to 50 pounds) to perform assignments.

Must possess the visual acuity to prepare and analyze data, extensive reading, visual inspections and using measuring devices.

Minimum Education and Experience

Bachelor's degree in recreation administration from an accredited college or university and two to four years of directly related experience; or an equivalent combination of education and experience.

Special Requirements

Possession of a valid driver's license issued by the State of North Carolina.

CPR/First Aid certifications within six months of hire.

Must possess or be able to obtain a Certified Pool Operator (CPO) license within 1 year of hire.