

CITY OF SANDUSKY POSITION ANNOUNCEMENT

Youth Program Supervisor

The City of Sandusky is accepting applications for the fulltime position of Youth Program Supervisor. The person in this position is responsible for directing, planning and coordinating youth programs and activities. The ideal candidate for this position will have experience in recreation, special events and supervising youth programs. For a complete job description and application is available @ www.ci.sandusky.oh.us.

PLEASE SUBMIT A COMPLETED APPLICATION TO
CITY OF SANDUSKY
ATTN: CONNIE NICHOLSON
222 MEIGS STREET
SANDUSKY, OHIO 44870
cnicholson@ci.sandusky.oh.us

Application Deadline: Thursday, January 4, 2018

JOB DESCRIPTION
Youth Program Supervisor
Pay Range A4
Department of Recreation

Job Title: Youth Program Supervisor

Reports To: Recreation Superintendent

Supervises Directly: 1-50 Seasonal Recreation Employees

Supervises Through Subordinates: None

Purpose for the Position:

To assist Recreation Superintendent and Recreation Program Supervisor with the planning, directing, and coordinating of youth programs and activities including summer and afterschool hours. Performs duties with little direct supervision.

Essential Responsibilities:

Assists Recreation Superintendent in developing and promoting recreation programs to meet needs of the youth of Sandusky. Assists the Recreation Superintendent in the introduction of a revamped summer youth program and create afterschool programming. Expand youth recreation programs, events and activities available to the Sandusky City Schools and Sandusky Central Catholic Schools students as well as additional youth residing in the city of Sandusky.

Assists Recreation Superintendent in making recommendations in the selection, termination, and discipline of employees, as well as evaluating performance and developing each employee to their full potential.

Communicate with schools and community stakeholders to determine their needs, concerns and interests. Develop a nucleus of support for city youth for continued growth.

Evaluate the effectiveness of current youth programs and identify areas where new youth programs are needed.

Supervise and lead activities and events for youth in the community.

Schedule may include evenings, weekends and holidays.

Must establish and maintain effective working relationship with employees.

Attends training and assist in scheduling and creating staff training.

Maintains records of program attendance and monies received.

Coordinates activities with other City of Sandusky Divisions.

Manages in compliance with local, state, and federal laws and regulations. Ensures compliance for City of Sandusky Parks and Recreation.

Answers telephone and gives information to callers and places outgoing calls.

Prepares notes, correspondence and reports using word processor or computer terminal as well as utilizing the Internet.

Ability to work with little supervision.

Ability to speak and make presentations for various groups and organizations.

Ability to prioritize and handle multiple tasks.

Ability to understand and communicate written instructions.

Responsible to self-initiate activities consistent with the City of Sandusky and department's goals and objectives.

Must report for work at required time and date and maintain a responsible attendance record.

The ability to follow a supervisor's instructions, tolerate certain levels of stress, and attend work on a punctual, regular basis.

The avoidance of violent behavior that threatens the safety of other employees.

Related and other duties as required.

Skills and Abilities:

Use language and mathematical skills to analyze statistics and related materials.

Identify problems and make decisions based on your experience and judgement, as well as on established facts such as budget allocations and legal requirements.

Deal with various kinds of people.

Speak and write clearly and effectively to influence people's actions and to be sure that your plans will be understood and followed.

Change activities frequently.

Plan and direct programs and the activities of others.

Follow directions.

Work well with others.

Physical Demands:

Light Work: Exerting up to 20 pounds of force occasionally (Occasionally: activity or condition exists up to 1/3 of the time), and/or up to 10 pounds of force frequently (Frequently: activity or condition exists from 1/3 to 2/3 of the time), and/or a negligible amount of force constantly (Constantly: activity or condition exists 2/3 or more of the time) to move objects. Requires walking or standing to a significant degree, or requires sitting most of the time but entails pushing and/or pulling of arm or leg controls, or requires working at a production rate pace entailing the constant pushing and/or pulling of materials even though the weight of those materials is negligible.

Environmental Conditions:

Inside: Protection from weather conditions but not necessarily from temperature changes. A job is considered "inside" if the worker spends approximately 75 percent or more of the time inside.

Reasoning, Mathematical and Language Development are indicative of the general level of development required to do this job. Some, but not necessarily all, areas mentioned in this section will be included in this job.

Reasoning & Development:

Apply principles of rational systems to solve practical problems and deal with a variety of abstract and concrete variables in situations where only limited standardization exists. Interpret a variety of instructions furnished in written, oral, diagrammatic, or schedule form.

Mathematical Development:

Add, subtract, multiply, and divide all units of measure. Perform the four operations with like common and decimal fractions. Compute ratio, proportion, and percentages. Calculate surface volumes, weights and measures.

Language Development:

Read newspapers, periodicals, journals, and manuals. Read and understand instructions, safety rules, etc. Write business letters, summaries, and reports, using prescribed format, and conforming to all rules of punctuation, grammar, diction, and style. Participate in discussion and debates. Speak with poise, voice control, and confidence using correct English and well-modulated voice. Participate in discussion and debates. Addresses small and large groups of people.

Relationships to Data, People and Things:

Data: *Input data and record keeping.*

People: *Speaking-Signaling: Talking with and/or signaling people to convey or exchange information. Includes giving assignments and or directions to helpers or assistants.*

Things: *Handling: Using body members, handtools, and/or special devices to work, move, or carry objects or materials. Involves little or no latitude for judgement with regard to attainment of standards or in selecting appropriate tool, object or materials.*

To do this job, you must have the following amount of total education and/or experience:

(If hiring someone into this position, this would be the minimum amount of experience and education that would be required in order for the incumbent to have a reasonable expectation for success)

High School Diploma

Valid Ohio driver's license

Preferred Bachelor's Degree, four years college completion in Recreation Administration, Education or related field.

At least one year combined experience in supervising youth programs.

OR, an equivalent level of education and experience.