



Recreation Supervisor (Part-time) Adult/Seniors

Posting Date
January 26, 2018

\$16.00 - \$20.00/hour

Closing Date
Open Until Filled

*"We believe a strong community embraces diversity, promotes innovation, and encourages collaboration.
We strive to lead by example within the region.
We do this because we want everyone to choose Troy as their community for life.
We believe in doing government the best"*

DUTIES

- Develops, plans and supervises specific adult and senior recreation programs, activities and events including but not limited to the following areas: Computer and Technology, Arts and Crafts, Dance, and Drop-In Groups and Clubs, and Special Events.
- Assists in preparing marketing materials to effectively advertise programs, and maintains positive public relations. Promotes interest in recreation programs.
- Practices excellent customer service and preventative safety.
- Recruits, interviews, hires, trains, and supervises independent contractors and volunteers for specific adult and senior recreation programs, implementing and interpreting policies and procedures, effectively evaluating performance and giving feedback. Administers discipline as needed.
- Monitors program activities, including tracking expenditures and revenues, and ensuring activities are running smoothly; responds to questions and complaints.
- Prepares reports and summarized data.
- Collaborates with other staff to develop new programs.
- Provides input into the development of budgets.
- Assists with registration activities and ensures accurate record keeping.
- Performs related work as required.

REQUIREMENTS

- Associate Degree (or 60 credit hours in recreation or a related field). May consider applicants with equivalent combination of training and experience.
- Ability to work effectively in a team setting and with children, families, staff and community partners.
- Proficient with computer software programs including Microsoft Outlook, Word, and Excel.
- Must possess a valid Michigan Driver License with a good driving record (based on city standards).
- As a condition of employment, the successful candidate must pass a pre-employment physical.

PREFERENCES

- Prefer one (1) year of recent work experience in Recreation field.
- Prefer one (1) year of experience working with senior population.
- Prefer Bachelor Degree in recreation or related field.

HOURS:

Part-time, year-round. Twenty (20) hours per week. Schedule and availability must be attentive to programming and customer service needs. Regular schedule includes four (4) days per week.

APPLY

Applications are available at www.troymi.gov/jobopenings and can be sent to apply@troymi.gov or turned into the Human Resources Department located at 500 W. Big Beaver Road, Troy, MI 48084.

Your application is part of the review process; be sure it is complete. Attaching a resume is required, however, all information requested on the application form must be completed (*i.e. writing "see resume" is not sufficient*).