



City of South Bend

Vacancy Announcement

Post Date: Wednesday, September 16, 2015

Closing Date: Tuesday, September 22, 2015

## **ASSISTANT PROGRAM SUPERVISOR**

**Category:** Part Time

**Department:** Parks and Recreation

**Reports To:** Youth Program Supervisor

**Schedule:** Varies up to 29 hours per week between the hours of 8:00 AM-7:00 PM. Hours may vary based on departmental need.

**Pay Rate:** \$9.50/hr. (Non-exempt)

**Position:** **SUMMARY**

Plans, organizes, conducts, instructs, and assists with specific area of department's youth and family programs.

### **SUPERVISION EXERCISED**

Assists with supervising youth programs and summer camp staff.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Plans, organizes and instructs recreation/community educational class/programs.
- Assists with supervision and instructs Dance/Ballet classes and programs.
- Assists with retrack registrations and retrack reporting.
- Works with Program Supervisor on registration procedures.
- Assist with hiring youth class instructors
- Interviews, schedules, and assists with supervision of Junior Summer Camp Counselors.
- Updates Handbooks and Form Books for camps and youth classes.
- Assists and participates in camps and youth special events.
- Schedules, plans, and implements summer and holiday camp activities.
- Assists with marketing of all programs.
- Assists with the development of new programs and special events.
- Maintains inventory of equipment and supplies for program area.
- Assists with division and department special events.
- Performs administrative duties of filing, correspondence, mailings, etc.
- Helps update and maintain webpages on department website.
- Helps department maintain national accreditation standards.

### **QUALIFICATIONS**

To perform this position successfully, an individual must be able to perform each essential duty in a satisfactory manner. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**NON-ESSENTIAL/MARGINAL FUNCTIONS:**

Assumes additional responsibilities as requested.

**EDUCATION AND EXPERIENCE**

- Bachelor's Degree preferred in Parks & Recreation, Physical Education, Education or related field.
- Minimum of six months experience participating in and/or organizing recreational/community educational classes and programs.
- Experience working with youth ages 2-14 years preferred.

**KNOWLEDGE, SKILLS AND ABILITIES**

- Word processing and Excel experience preferred.
- Ability to deal effectively with the public, either through individuals or agencies.
- Ability to communicate directions or instructions to individuals or groups of people.
- Creative, imaginative, enthusiastic, resourceful and extremely flexible.
- Knowledge of principles and processes for providing customer and personal services.
- Working knowledge of programming activities related to diverse groups.
- Knowledge of relevant equipment, policies, procedures, and strategies that directly affect the operation of community programming.
- The ability to communicate orally and express in writing information and ideas.
- The ability to supervise and coordinate the work activities of personnel, such as training staff members and assigning work duties.
- Ability to think creatively by developing, designing, or creating appropriate programming.

**CERTIFICATES, LICENSES, REGISTRATIONS**

- Valid Driver's License required
- CPR/AED Certified

**EQUIPMENT**

Desktop and laptop computer, landline and cellular telephone, calculator, copier, facsimile, automobile, sports and recreational equipment.

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and walk, and talk or hear. The employee is occasionally required to walk; use hands to fingers, handle or feel objects, tools or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch or crawl. The employee must occasionally lift and/or move up to 100 pounds. Specific vision abilities required in this job include vision and the ability to adjust focus.

**WORK ENVIRONMENT:**

Work is performed in office settings, with moderate inside temperatures. The noise level in the work environment is usually quiet to moderate in the office and moderately loud in the field. Entire office is smoke free. Occasionally work is required in the field and weather conditions can be normal to extreme hot or cold, wet or dry. The noise level can be moderate to high.

**DISCLAIMER:**

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified.

Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time

**TO APPLY**

All applications for currently posted positions will be submitted online at [www.southbendin.gov](http://www.southbendin.gov) or at the City of South Bend Office of Human Resources, 227 W. Jefferson Blvd., 12th Floor, South Bend, IN 46601.

**Pre-employment drug screen and comprehensive background check required**