

Township of Livingston JOB POSTING

PROGRAM SUPERVISOR – AQUATICS & ATHLETICS **SYLS**

POSTING DATE: August 2017

APPLICATION DEADLINE: August 31, 2017

DATE POSITION WILL BECOME AVAILABLE: Immediately

CONTACT Interested candidates may submit a Township application, cover letter, resume, and salary requirement via the following:

E-mail (preferred):

to “employment@livingstonnj.org”. Please include the position title in the subject line.

or

Fax:

(973) 992-7531

or

Mail:

Human Resources Dept.
Township of Livingston
357 S. Livingston Avenue
Livingston, NJ 07039

The Township of Livingston is an Equal Opportunity Employer.



JOB DESCRIPTION

JOB TITLE: PROGRAM SUPERVISOR – ATHLETICS AND AQUATICS SERVICES
DEPARTMENT: Senior, Youth and Leisure Services
REPORTS TO: Director – Senior, Youth and Leisure Services
GRADE LEVEL: 12
STATUS: F/T, Regular, Exempt
HOURS/WEEK: 35 hours/week
Additional hours may be required including required night, weekend, and holiday work

*Job specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

1. **SUMMARY**

Manages and oversees the day- to-day operations of all Athletic and Aquatics programs for youth and adults offered by the Township.

Work is performed under general direction of the Director of Senior, Youth and Leisure Services.

2. **SUPERVISORY RESPONSIBILITIES**

Position is responsible for supervising all Recreation leaders in regards to Athletic programming, all volunteer coaches and Aquatic Life guards and staff. Direct supervision of approximately 50 volunteers and employees and indirect responsibility for 200+ seasonal staff.

3. **PHYSICAL DEMANDS AND WORKING CONDITIONS**

- Field checks, site meetings, etc.
- Frequently required to stand, walk, talk, hear, sit, and balance.
- Ability to regularly use hands to handle, feel, or operate objects, tools or controls and to reach with hands and arms.
- Frequently must lift, move and carry up to 10 pounds and occasionally up to 25 pounds.

4. **ESSENTIAL FUNCTIONS**

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this position.

- Oversee and manage athletic and aquatic programs, both youth and adult, offered by the Department including classes, leagues and camps.

- Recruit, interview, hire and train all seasonal staff, coaches and volunteers necessary for the programs and services offered.
- Organize and attend all coaches meetings and player evaluations for Town run athletic and aquatic programs.
- Supervise and provide support for all Sports programs that utilize Township property as needed, with a minimum of two (2) visits per program per session.
- Form teams, make practice and game schedules and prepare rescheduling due to game or meet cancellations.
- Inventory, order and supply necessary supplies and materials for programs, safety equipment and first aid supplies for programs and teams.
- Work closely with department office staff coordinating policies and procedures for the smooth flow of information to the community.
- Regularly communicate with Department staff to maximize information exchange and mutual support of the overall mission of the Department.
- Conduct inspections of Township facilities and coordinate repairs, maintenance and/or replacements as needed with the Department of Public Works.
- Maintain communication with Township departments and Board of Education to ensure efficient operations.
- Attend Recreation Advisory Committee meeting, report to the RAC about on going and planned programs and special events, get input from RAC for planning purposes.
- Perform evaluations of each program, event, service detailing costs, program goals and objectives, marketing strategies, volunteer support, time lines, and recommendations for improving delivery of service/program/event. Make budgetary recommendations to the Director for the fiscal planning process.
- Create and monitor Athletic & Aquatics Budget lines and make budgetary recommendations to the Director for the fiscal planning process.
- Handle conflicts that may arise from any of the programs/services/ special events.
- Establishes goals, objectives and long term plans for the all athletic and aquatic programming.
- Shows appreciation for contributions and achievements, developing teamwork and building staff morale.
- Provides coaching and mentoring to staff.
- Plans and organizes employee training programs and maintains employee-training records to comply with State safety programs.
- Evaluates employee performance and enforces discipline if needed.
- Establishes monthly staff meeting schedule and develops meeting agenda for disseminating information through the chain of command and reinforcing policies and acceptable behaviors.
- Supports Township policies and procedures.
- Supports the Township's policies on Anti-harassment and discrimination and is a role model to staff regarding appropriate behavior in the workplace.
- Support and attend all Department sponsored major events.
- Performs additional duties as assigned by management.

5. KNOWLEDGE, SKILLS AND ABILITIES

- A thorough understanding of the philosophy of the delivery of services, facilities and program in regards to Athletic and Aquatic Programming.
- Thorough knowledge of Athletics and Aquatics programs budgeting.
- Thorough knowledge of the various athletics and aquatics programs provided by municipal government.
- Knowledge of supervisory and training techniques which may be utilized to promote staff development.
- Possess strong organizational and motivational skills for managing projects and motivating volunteers and staff.
- Ability to organize, develop and coordinate Athletic and Aquatic programs.

- Ability to give assignments and instruction to subordinates and to supervise their work.
- Ability to manage numerous on-going projects at the same time.
- Ability to work with an ever-changing schedule, i.e. volunteers, weather.
- Ability to cost out programs, prepare budget and make recommendations and long range plans.
- Ability to speak before groups and to conduct meetings.
- Ability to prepare clear, sound, accurate, and informative reports.
- Excellent communication skills to facilitate vast amounts of information up and down the chain of command.
- Working knowledge of office computer use, specifically Windows XP, MS Office Suite (Word, Excel & Access) and the ability to learn new software.
- Excellent verbal, written skills and customer service skills.
- Pleasant phone voice and ability to interact with the public in a positive and constructive manner.
- Ability to read, write, speak, understand and communicate in English sufficiently to perform the duties of the position.
- Ability to develop and maintain effective positive working relationships with co-workers, volunteers, officials, vendors and the general public.

6. EDUCATION, EXPERIENCE AND SPECIAL REQUIREMENTS

Education/Experience: Any combination of education and experience equivalent to graduation from an accredited college with a Bachelor's Degree in Recreation Administration, Physical Education or related field. Demonstrated experience in recreation programming, athletics, aquatics and the delivery of leisure services for at least three (3) years with progressive responsibilities that includes supervisory and budgeting experience is also required.

Licensing &/or Certifications: Certified Pool Operator Certification. If the candidate does not have said certification they must have the ability to obtain certification within six (6) months of date set by management.

Special Requirements: A driver's license valid in the state of New Jersey.