Title: Recreation Supervisor (Full Time) **Number of Positions** 1
Salary: $35,269/year ($1,356.51 bi-weekly) + benefits **Closing Date:** May 14, 2017
Department: Parks & Recreation **Start Date:** June 12, 2017

JOB SUMMARY: The Recreation Supervisor is a leadership position with a high degree of responsibility in the area of program management for our community of 24,000. Supervision of numerous part-time program staff and instructors. Required to work some evenings, weekends, and holidays.

SUPERVISION: This position reports directly to the Recreation Director.

QUALIFICATIONS:

- Required:
  - B.S. degree in Parks & Recreation or a related field
- Preferred:
  - Master's Degree
  - Certified Park & Recreation Professional
  - 3-5 years progressive supervisory experience in special event management and/or senior programming.
- Traits / Skills
  - Written & oral communication skills
  - Competency in the use of computer systems as they pertain to recreation (preferable: experience with RecTrac)
  - Interpersonal and customer service skills
  - Strong attention to detail and ability to accept direction
  - Positive image and tidy appearance
  - Ability to handle large amounts of responsibility
  - Strong multi-tasking and time management skills
  - CPR/AED and First Aid Certified

HOW TO APPLY: Candidates should submit an employment application at the Lincoln Community Center, 2450 Lincoln Street, Highland, IN 46322 or online at highlandparks.org/jobs**.** Successful candidate will be subject to background screening and must have a valid driver's license.

CONTACT: Dave Byers, Recreation Director, dbyers@highland.in.gov
Phone: 219-838-0114. Fax: 219-972-7584.

Agency website: www.highlandparks.org.