

Recreation Supervisor

City of Gretna

Full job description

Purpose of Position:

The Supervisor of Parks and Recreation will play a pivotal role in shaping the recreational landscape for the City of Gretna. This leader will oversee the planning, development and operation of our city-wide recreation and leisure programs.

The City of Gretna is seeking qualified applicants for the position of Supervisor of the Recreation Department. The position is a permanent full-time exempt position. Work hours vary based on the planned activities but generally are Monday through Friday with occasional weekend events, programs, and meetings.

This position reports directly to the Mayor of Gretna and will be responsible for the administration, development, and direction of the recreation program for all groups, age and interest levels within the incorporated City of Gretna.

The salary offered will be commensurate with the qualifications and experience of the candidate selected.

Skills & Experience

- Bachelor's degree in Park & Recreation or related area, with minimum of four years of related experience preferred;
- Proficient with the Microsoft Office Suite (Outlook, Word, Excel, PowerPoint);
- Strong knowledge and experience with computers, social media, and the internet;
- Can establish effective working relationships with team members and the public.
- Experience in all phases of community recreational activities
- Experience with the principles and methods of park and playground planning and development;

- General understanding of budgets and reporting requirements
- CPR, First Aid, and AED certification must be obtained within the first (1) year of hire

Personal Attributes:

- Articulate, pleasant, and dependable;
- Solid work ethic and capacity to multi-task;
- Strong communication skills both written and verbal;
- Problem solving skills;
- Works under pressure;
- Leadership skills managing others;
- Close attention to detail and the ability to plan;
- Works independently and prioritize work requests efficiently;
- Well-organized and accommodating to changing priorities and deadlines;
- Strong sense of discretion and confidentiality;
- Works effectively with limited supervision; and
- MUST POSSESS AND MAINTAIN A VALID LOUISIANA DRIVERS LICENSE. Must have an acceptable driving record.

Duties and Responsibilities:

- Experience with managing budgets
- Plan, develop, direct, and evaluate comprehensive recreation programs and services for the Community.

- Establish and maintain effective working relationships with staff, volunteers, community organizations, individual citizens, governmental agencies and vendors.
 - Assess and monitor the community needs; identify opportunities for improving service delivery methods and procedures for implementation of new program areas.
- Supervise the operation and maintenance of parks and facilities and their programs
 - Manage each event and program to ensure a successful project completion within the allotted timeframe and budget;
 - Supervise event set-up and tear down including, but not limited to, set-up and tear down of chairs and tables, sports, equipment, and light custodial duties;
 - Coordinate volunteers and create a volunteer network to work from;
 - Responsible for preparing and posting public notices, and ensuring notices are published;
 - Performs special assignments as directed by the Mayor

Financial Responsibilities:

- Provide recaps, analyze success, and report on finances and metrics for future decisions;
- Skills to research and pursue available grant programs, sponsorships, donations, and public/ private partnerships;
- Conducts general office filing and record keeping;
- Maintain an inventory of supplies and equipment.
- Develops, supports, controls, and administers the department budget;
- Prepares and processes invoices, receipts, payroll, and purchase orders for payment and provides appropriate documentation;

Working Conditions

While performing the duties of this position, the team member occasionally works near moving mechanical parts or in outdoor weather conditions. Noise levels are usually low in the office setting, but moderate while working during programs.

Physical Requirements

While performing the duties of this job, team members are frequently required to walk, stand, and sit. Occasionally, the team members are required to run, climb, balance, stoop, kneel, or crawl. Team member must be able to occasionally lift and/or move up to fifty (50) pounds

Must be able to successfully pass Criminal Background Check

Job Type: Full-time

Pay: \$40,000.00 - \$50,000.00 per year

Benefits:

- Dental insurance
- Employee assistance program
- Health insurance
- Life insurance
- Paid time off
- Retirement plan
- Vision insurance

Schedule:

- Monday to Friday
- Weekends as needed

Ability to Relocate:

- Gretna, LA 70053: Relocate before starting work (Required)

To apply, please email your resume to gturner@gretnala.com.