



**SHERIDAN RECREATION DISTRICT  
SHERIDAN, WYOMING**

**RECREATION PROGRAM SUPERVISOR**

**Job Summary**

Perform administrative and supervisory duties, directing all phases of assigned recreation programs and special events. Provide a total recreation program that will serve and meet the needs of the community. Duties will emphasize outdoor education programs, special events, and aquatics.

**Supervisory Controls**

Responsible to the Executive Director, the Recreation Program Supervisor will be evaluated through observation, conferences and written evaluations. Exercise direct supervision over part time, volunteer and seasonal staff.

**Major Duties**

- Plan, organize, schedule and supervise a variety of programs, activities, and special events
- Interact with program participants
- Hire, train, and evaluate numerous part-time and seasonal staff
- Participate in the preparation and administration of assigned budgets, submit budget recommendations; monitor expenditures.
- Compile and submit detailed participation, expenditures and revenue reports for assigned programs
- Coordinate facility and equipment use for programs and assist with set up and tear down for all activities within department
- Work closely with other Recreation Program Supervisors
- Produce fliers for programs and special events
- Purchase supplies, materials and equipment for all assigned programs and special events
- Work schedule hours to include weekends and evenings
- Assist the Director with long range planning and goals for assigned events/programs
- Attend board meetings to update members on recreation programs and special events
- Procure sponsorships from local businesses for various programs and special events
- Adhere to safe work practices and procedures
- Attend and participate in staff meetings and related activities; attend workshops, conferences and classes to increase profession knowledge

**Skill to:**

- Operate modern office equipment.
- Operate a motor vehicle safely.
- Coordinate and instruct outdoor education programs.
- Organize and execute a variety of special events.

**Ability to:**

- Supervise large groups of seasonal/temporary workers
- Plan, organize and implement recreation programs
- Evaluate recreation programs and make necessary changes for improvements
- Speak in front of large groups of people.
- Communicate effectively, both orally and in writing.
- Establish; maintain positive, effective relationships with those contacted in the course of work.
- Make quick decisions at programs and special events when unforeseen circumstances occur

**Qualifications:**

- Bachelor of Science or Arts degree

AND/OR

- Outdoor education program implementation experience

- Special event coordination experience

- Experience performing related duties in the Parks and Recreation field

**Certificates**

Must be current or obtained within a specified time frame as defined upon employment

- CPR, First Aid
- Valid Driver License
- Wilderness First Responder
- American Red Cross Lifeguard Instructor Certificate
- Certified Pool Operator

**Working Conditions**

Essential duties require the following:

**Working Environment**

- Moderate exposure to undesirable working conditions including heat and cold, noise, and working outdoors. Availability to work evenings and weekends as required.

**Physical Activities**

- Essential functions require maintaining physical condition necessary for moderate physical activity such as sitting, standing, walking, running, squatting, climbing, and lifting an average of 50 pounds.

**Salary**

Full Time

\$20.44 per hour (\$42,520.06)

Benefits and Retirement Package