



TOWN OF MANCHESTER



POSITION AVAILABLE

RECREATION SUPERVISOR

Vacancy in Leisure, Family, and Recreation

\$32.25/Hour - \$67,081.92/Annually

40 hours per week; Monday – Friday

CLOSING DATE: Friday, May 10, 2024

(Applications must be received in the Human Resources Department by 4:30 p.m.)

SUMMARY OF POSITION: Under general supervision of the Director of Leisure, Family and Recreation, performs responsible work in developing, implementing, and supervising recreation/community education programs/activities including Division and Town sponsored community and family events. Knowledge of recreation and leisure services programs such as camps, adult and youth sports, aquatics and learn to swim programs, arts special and culture events planning, recreation facility management etc. Ability to plan, develop, promote, and implement recreation/community education and neighborhood event programs. Ability to communicate clearly and concisely, both orally and in writing as it relates to community publications for the purpose of informing and promoting community news and events. Ability to establish and maintain courteous, effective working relationships with other department divisions, civic groups, the public and other Town employees, and officials. Knowledge of basic first aid skills.

REQUIREMENTS: Bachelor's degree in recreation or closely related field required plus two (2) years experience working in a public recreation program and/or community organizing event planning preferred. Background and/or experience in aquatics and or camp program and facilities management and marketing and communications. Must possess a valid Connecticut motor vehicle operator's license.

EXAMINATION MAY CONSIST OF:

	<u>Weight</u>	<u>Passing Score</u>
Oral Examination	100%	80%

Applications and job descriptions are available on visit our website at: <https://www.manchesterct.gov/Employment-Opportunities>. Applications must be received in the Human Resources Department by 4:30 p.m. on Friday, May 10, 2024 or must be postmarked by Friday, May 10, 2024. **No faxed or e-mailed resumes and/or applications will be accepted.**

The Town of Manchester shall not discriminate based on race, color, creed, age, sex, national origin, physical disability or sexual orientation. The Human Resources Department provides reasonable accommodation to persons with disabilities in accordance with the Americans with Disabilities Act (ADA). If you need an accommodation in the application or testing process, please contact the Human Resources Department.

The Town of Manchester is an equal opportunity employer and encourages applications from women, men, minorities, veterans, and people with disabilities.

The above posting is intended as a guide for personnel actions and must not be taken as a complete description of the position or the process.