



Recreation Supervisor

Highland Parks & Recreation

Contact Name: David Byers
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Closing Date: 2024-07-07
Salary: 42,495

Description:

Title: Recreation Supervisor (Full Time)
Salary: \$42,495/yearly (\$1,634.40 bi-weekly) + excellent benefits
Additional compensation for Master's Degree and/or active Certified Parks & Recreation Professional

JOB SUMMARY: A leadership position with a high level of responsibility in program and event management for our community of 24,000+. Functions include planning, advertising, facilitating, and evaluating multiple programs and events; overseeing part-time staff and instructors; introducing new ideas; and improving current offerings to better the town. Required to work some evenings, weekends, and holidays.

REPORTS TO: Recreation Director

QUALIFICATIONS:

Required:

- o Bachelor of Science in Parks & Recreation or a related field
- o Valid driver's license or transportation to/from work

Preferred:

- o Master's Degree
- o Certified Park & Recreation Professional
- o 1-3 years supervisory experience in special event management and/or programming
- o Competency in the use of software as it pertains to recreation (specifically RecTrac)
- o CPR/AED and First Aid Certified

DESIRED ATTRIBUTES: We are seeking a dedicated leader who is detail-oriented, personable, works independently yet collaboratively, thinks creatively, has an innate tendency to problem solve, and is open to feedback. The successful candidate should possess strong organizational, time management, and written / oral communication skills.

HOW TO APPLY: Submit an employment application and/or resume at the Lincoln Community Center, 2450 Lincoln St., Highland, IN 46322 or online at www.highlandparks.org/jobs. Successful

candidate is subject to background screening.

CLOSING DATE: Sunday, July 7, 2024

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