

GREENCASTLE PARKS & RECREATION DEPARTMENT
JOB DESCRIPTION

Position: S.P.A.R.K. / Recreation Program Supervisor

Employment terms: Seasonal

Department: Parks & Recreation

General Statement of Duties: Assists, or takes the lead, in developing, organizing, implementing, and leading recreation programs offered by the department.

Responsible to: Director of Parks & Recreation or Assistant Director

Qualifications:

- Should be at least 18 years of age
- 1-2 years experience in supervision of young children
- Valid American Red Cross First-Aid and C.P.R. Certifications or the ability to acquire
- Strong organizational skills
- Strong group leadership skills
- Strong teamwork skills
- Good written and verbal communication skills
- Good physical condition

Duties and Responsibilities:

- Assist in the development, organization, implementation, and evaluation of recreation programs offered by the department, which include the annual S.P.A.R.K. program
- Complete other duties as directed by supervisor

I, _____, have read and understand the above job description. I agree to meet the responsibilities listed to the best of my ability, if hired in this position.

Signature: _____ Date: _____

Witness: _____ Date: _____