

Position: General Program Supervisor

Location: Waterville Valley Recreation Department

Dates: June 10, 2024 - August 15, 2024

Salary: \$16 - \$18 /hour, 30-34 hours per week

General Job Description and Requirements

The General Program Supervisor will be under the supervision of the Recreation Program Manager. He/She will be responsible for organizing, implementing and supervising evening general programs. The General Program Supervisor will manage front desk operations and point-of-sale transactions while on duty. This person should have strong delegation skills, be confident leading peers, comfortable working with the public, focused on task completion and have an understanding of all programs offered. This person will coordinate the transition from day camp to general programs. The General Program Supervisor will be a strong role model amongst staff and the public and will act as direct supervisor to general program staff, communicating with the Recreation Program Manager on behalf of GP staff, programs, plans and daily logistics. This person may be called upon to assist with other tasks as directed by Program Managers and/or Director.

Other job responsibilities include program planning, equipment inventory and maintenance (including cleaning), front desk supervision, facility supervisor and handling general office procedures. A week of orientation and training will give this person a clear understanding of the Waterville Valley Recreation Department's overall mission, values, goals and procedures.

Applicant should be capable of strenuous physical activity and enjoy the outdoors as many of the programs are active in nature and relate to the outdoors. General knowledge of sports and games is preferred. Skills in group facilitation are helpful.

The Day Camp Supervisor must have a positive attitude and should be enthusiastic, understanding and creative. Must be capable of leading and working with all age groups. Flexibility, patience, a pleasant personality, good organizational skills, risk management and ability to service and deal with the public are a must.

Applicants must be able to walk, run, stand, stoop, kneel, lift up to 25 pounds, speak English clearly and be able to see. For information or to apply please contact:

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