

VACANT POSITION
DEPARTMENT: LEISURE SERVICES
OBTAIN APPLICATION: <http://spaldingcounty.com/careers.php>
SUBMIT APPLICATION & PROOF OF EDUCATION TO:
employment@spaldingcounty.com or the HUMAN RESOURCES OFFICE
CLOSING DATE: Will Remain Open Until Filled

Job Title: Community Center Supervisor (Position No. 2508)
Salary: Pay Grade 14; Hiring Rate \$28,858 per year
Provisions of Personnel Ordinance for Promotion/Demotion/Transfer
Work Schedule: M-F, 40-hour schedule to include day time and evening hours; occasional weekends.

This position has been determined to be non-exempt under the overtime provisions of the Fair Labor Standards Act.

MINIMUM TRAINING AND QUALIFICATIONS: Associate's degree in Education, Human Services, Physical Education, or related field with a minimum of one (1) year of practical experience coordinating youth and/or adult programs and activities; or any equivalent combination of education, specialized training, and experience which provides the necessary knowledge, skills, and abilities for this position. Must possess a valid Georgia Class C Driver's License.

GENERAL STATEMENT OF JOB: Under general supervision, plans, coordinates and implements community center programs and activities. Supervises part-time and volunteer personnel. Reports to the Programs Supervisor.

PHYSICAL REQUIREMENTS: Must be physically able to operate a variety of sports, recreation and maintenance machines and equipment. Must be able to use body members to work, move or carry objects or materials. Must be able to exert up to forty pounds of force occasionally, and/or up to twenty pounds of force frequently. Physical demand requirements are at levels of those for active work. Must be able to lift and/or carry weights of forty to seventy pounds.

ESSENTIAL JOB FUNCTIONS:

ALL FUNCTIONS MAY NOT BE PERFORMED BY ALL INCUMBENTS.

Registers program participants, collects fees, and prepares participation and program reports.

Plans, coordinates and implements community center activities and programs.

Collaborates with local school administrators, civic organization leaders, businesses, and public and private agencies for program support. Promotes program goals through public speaking engagements.

Compiles required reports for program funding sources.

Purchases necessary items for community center programs and events.

Manages assigned program budget.

Creates fliers, posters, media releases promoting programs and events.

Supervises, schedules, trains and evaluates part time staff and volunteers. Coordinates instructors and contractors who provide instructional classes.

Oversees community center operations; manages community room reservations and rentals; identify maintenance problems and complete maintenance work orders.

Utilizes various computer software applications for program and facility maintenance.

Supports department special events and programs as needed.

September 6, 2017