

West Midland Family Center

Recreation/Building Supervisor

Job Description 1/18

Education: Bachelor's degree from an accredited college in recreation or leisure services (will consider other human service fields as well) and/or at least three years of broad recreational experiences including planning, organizing, controlling, recruiting, budgeting, directing, and evaluating activities and events for any or all ages of participants. Life experiences highly valued as well.

Overview

Responsible for development of general recreation activities for the community and overseeing the Center at night. Typically works afternoons and evenings Tuesday through Saturday. Reports to the Dow COP Director. Assists Child Care Director, Family Services Director, Office Manager, Bingo Chairman, Maintenance Director and their designees in the smooth operation of the Center.

Duties to include (but are not limited to):

Development, organizing, scheduling, staffing (or contracting) and implantation of general recreation services for WMFC community. Maintaining high quality shared community facilities including cleanliness, repair and replacement of needed items. Overseeing growth/development and managed care of the following areas: bowling center, birthday party (special event) rentals, fitness facility orientations and classes (Zumba, Martial Arts), gymnasiums for league and drop in basketball and volleyball, rollerblading, rock climbing, batting care, outdoor facilities. Must be able to lift 50 lbs.

Clearly and concisely communicate to community members and staff alike.

Handle difficult situations with grace and maintain an aura of good feeling regarding WMFC, its policies and staff. Function as the shift leader for other staff to turn to on nights and weekends.

Administer programs and processes and make decisions in accordance with established rules and regulations, policies and procedures.

Ability to lead or participate in a group in the development of rules, policies, procedures, goals and objectives.

Prepare reports and maintain records as needed and as requested by their supervisor.

Prepare basic cost information for decision making process.

Evaluates equipment for purchase and assists in the development of specifications, orders materials and supplies.

Conducts meetings with required personnel, sets expectations as needed, recommends actions including performance improvements, discipline and salary adjustments, manages and approves time sheets as needed.

Performs the more complex or technical duties associated with program activities; operates all equipment associated with duties, keeps abreast of and maintains knowledge of latest technology and applications to the work.

Lead tours of WMFC and properly represent the Center.

Knowledge of: applicable federal, state, and local laws, codes and regulations, modern principles of recreation programming including age appropriate and physically challenged appropriate activities.

Handles program set-up and clean up as needed.

Other duties as assign by the Dow COP Director or the Executive Director.

Apply for position by completing a WMFC Employment Application (unless currently on WMFC staff) and email it (with a resume if you have one) to Greg Dorrien Executive Director dorrieng@wmfc.org
Position open until filled.

This job description is written with the understanding it is full time job with benefits. If an applicant only wanted to work part time it is possible that we could have a flex position depending on other applicants as well.