

**CITY OF GROTON
POSITION DESCRIPTION
PLAYGROUND SUPERVISOR**

Position Title: Playground Supervisor
Department: Parks and Recreation
Reports To: Playground Director
Contract: Seasonal
Approval Date: February 1, 2020

SUMMARY

The Playground Supervisor, under the direct supervision of the Playground Director, plans, directs and supervises summer playground programs and activities at Washington Park and West Side Middle School in the City of Groton.

ESSENTIAL FUNCTIONS AND DUTIES

1. Performs safety according to applicable Federal, State and City safety regulations.
2. Plans, directs and supervises summer recreational programs and activities at Washington Park.
3. Assigns and supervises personnel engaged in the summer recreational programs.
4. Inspects and supervises the maintenance of physical facilities, supplies, materials and equipment used in recreational activities.
5. Evaluates, analyzes and recommends to the Playground Director ways to improve recreational programs.
6. Prepares required reports, maintains records of activities, maintains accurate timesheets of staff, monitors the collection of monies and proper permission slips for field trips.
7. Supervises seasonal employees in the absence of the Playground Director.
8. Promotes a professional and courteous image of the City of Groton when dealing with associates and the general public.
9. Must be flexible to adapt to situations that arise from working with children.
10. Must be flexible to adapt to task that are asked of you by your supervisor.
11. Performs all other duties as may be assigned.

SUPERVISORY RESPONSIBILITIES

12. Plans, directs and supervises the summer playground programs and activities at Washington Park and West Side Middle School in the City of Groton.

EDUCATION AND/OR EXPERIENCE

A minimum of two (2) years of education from an accredited college/university in the field of education/recreation is preferred.

Minimum of two (2) years experience in a leadership or group recreational activity.

Minimum of two (2) years in a supervisory capacity and/or a combination of training with specialization in recreation, administrative, physical education, group development or corrective theory.

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CERTIFICATIONS

Must possess and maintain as a condition of employment, proof of successful completion of Adult/Child/Infant Cardio Pulmonary Resuscitation (CPR) and first aid.

KNOWLEDGE, SKILLS AND ABILITIES

Must be knowledgeable in the principles, practices, rules, regulations and safety procedures of planned recreational programs and equipment.

Must be able to train seasonal employees and interact with them.

Must be able to develop and maintain effective working relationships with associates and the general public.

PHYSICAL DEMANDS

While performing the duties of this position, the individual must be in excellent physical condition. The individual is frequently required to talk and/or hear; required to stand; walk, sit; use hands to finger; handle or feel; reach with hands and arms, or swim. The individual may occasionally be required to lift and/or move up to twenty (20) pounds.

WORK ENVIRONMENT

The work is performed in a building or in the outside environment. The employee is exposed to the elements of the weather.

I have read and understand my position description.

EMPLOYEE'S SIGNATURE

DATE