

CITY OF FORT WAYNE JOB POSTING

Applicants and Employees must meet duties/essential functions and minimum requirements.

Job Vacancy:	Supervisor – Community Youth Centers	Department:	Parks and Recreation
Requisition Number:	2024153		
Hours:	40 hours per week. Afterschool Program 11:30am-7:30pm Summer Program/No School Days 8:30am-5:30pm some weekends may be required.	Rate of Pay:	\$28.4190 per hour
Date Posted Up:	3/12/24	Date Posted Down:	Until Filled
Time Up:	12:00 pm	Time Down:	

SUMMARY

Working under the direction of the Manager – Community Youth Centers the incumbent plans, organizes and coordinates facility operations, and develops and implements comprehensive year round and seasonal neighborhood and community programs. Initiates new programs and assists in securing funding sources. The incumbent is expected to exercise good judgment, independence, initiative, and professional expertise in conducting day-to-day operations. All work duties and activities must be performed in accordance with the City safety rules and operating regulations, policies and procedures as well as federal, state, and local regulations.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the ability to interact with the public, City incumbents, and outside agencies with patience, tact, respect, and professionalism and the following. Other duties may be assigned.

PLANNING/IMPLEMENTATION

- Creates, develops, facilitates, organizes, and coordinates after school programs, and summer playground programs;
- Active on a daily basis with the youth attending program. This includes leading activities, crafts, programs and may include prepping and/or serving meals at times;
- Develops, plans, organizes, and coordinates special events and programs for the community youth center, and group events;

INFORMATION/COMMUNICATION

- Maintains and establishes effective internal and external working relationships and a leadership role with participants, staff, and the community; Engages and interacts with youth within the center;
- Provides guidance and assistance to, and builds relationships with the community youth center customers, and in the neighborhood;
- Coordinates and monitors activities within the building and the park grounds, and acts as liaison to park user groups;
- Develops partnerships and sponsorships with schools, community groups, agencies and organizations to develop new community youth center programs and activities;
- Initiates new programs and assists in fund raising for programs and activities;
- Leads, directs, and instructs activities; works directly with program participants and serves as a role model;
- Establishes relationships and networks with other related agencies, organizations, neighborhood

associations, and area families;

- Exhibits excellent written and verbal communication skills.

MANAGEMENT/OPERATIONS

- Supervises daily operations of the department's community youth centers as assigned;
- Supervises all programs and daily activities hosted at the center, including the summer playground program;
- Supervises, recruits, trains, motivates, and evaluates full-time, part-time, seasonal/temporary recreation leaders, and volunteers;
- Coordinates and assigns the work of staff and volunteers;
- Recommends goals, budgets, and scope of services for the programs and facilities;
- Assists with identifying, soliciting, and managing resources;
- Maintains records of students, meals, and activities; completes and prepares daily and monthly reports;
- Requisitions supplies and equipment; maintains equipment;
- Responsible for updating staff on procedures, protocol, policies, and safety practices at the program sites;
- Responsible for building security, setting and disarming the building alarm, checking the building and surrounding areas;
- Proficient in Microsoft Office software, including Word, Excel, Access, Publisher, and Power Point;

MARGINAL DUTIES

Performs other duties as assigned.

PERFORMANCE EXPECTATIONS

The incumbent is responsible to manage their performance in accordance with this job description and the performance expectations provided to them by management. If at any time the incumbent is unsure of their role or specific responsibilities, it is the incumbent's responsibility to refer to their job description and ask for clarification from their supervisor. Management will work with the incumbent, as needed, to ensure performance expectations are clearly communicated and performance goals are achieved.

SUPERVISORY RESPONSIBILITIES

Directly supervises 8 to 10 employees at community youth center site. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

EDUCATION and/or EXPERIENCE

- Bachelor's degree (B. S.) from four-year college or university in recreation or related field; and one to two years successful paid experience managing/supervising youth programs in a recreation/education setting; or equivalent combination of education and experience;
- Experience with hands on engaging interactions with youth;
- Self-motivated, creative, and disciplined.

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers, organizations, and agencies, as well as employees of the organization.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

CERTIFICATES, LICENSES, REGISTRATIONS

Valid Indiana Driver's License.
ServSafe certification preferred

PHYSICAL DEMANDS The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to walk and sit. The employee is occasionally required to stand; climb or balance; and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 25 pounds and occasionally up 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed to outside weather conditions. The noise level in the work environment is usually moderate.

Applications may be submitted on-line at www.cityoffortwayne.org or using the City of Fort Wayne Human Resources Department computer kiosks located at Citizen's Square, 1st Floor, 200 E. Berry Street, Fort Wayne IN between the hours of 8:00 a.m. – 4:00 p.m. Applicants must be 18 years of age or older. Applicants must be 21 years of age or older to hold a CDL with the City of Fort Wayne. Reasonable accommodations for person with a known disabling condition will be considered in accordance with State and Federal Law.

(Those individuals who accept employment with the City and live outside one of the six contiguous Indiana counties that border Allen County (DeKalb, Whitley, Noble, Huntington, Wells, and Adams) will have six (6) months from their start date to become residents of either Allen County or one of the six counties listed above. Policy and Procedure Number 204 Page: 1 of 1)

Equal Opportunity Employer

All qualified applicants will receive consideration for employment without regards to age, race, color, religion, sex, disability, veteran's status, national origin, genetic information or sexual orientation. Reasonable accommodations for persons with a known disabling condition will be considered in accordance with State and Federal Law.