

CITY OF FORT WAYNE JOB POSTING

Applicants must meet duties/essential functions and minimum requirements.

Job Vacancy:	Supervisor V – Public Programs & Volunteer Development	Department:	Parks – Botanical Conservatory
Requisition Number:	2019075		
Hours:	40 hours, may vary	Rate of Pay:	\$59,198.86 annually
Date Posted Up:	1/16/2019	Date Posted Down:	Until Filled
Time Up:	10:00 a.m.	Time Down:	

SUMMARY

Working under the direction of the Conservatory Manager the incumbent plans, implements, evaluates and improves classes, curricula, tours, services, exhibits, and events to engage the public with the Conservatory and interpret the gardens to its visitors. Oversees the volunteer program.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Supervises program and volunteer development staff;
- Supervises and participates in design, implementation, and evaluation of highly attractive and effective educational and entertainment programs including: classes, special events, group visits, outreach activities, informal learning opportunities and other programs and services;
- Is responsible for visitor information services including management of the facility library;
- Participates in the design of interactive exhibits;
- Contributes as a member of the showcase design team; assists in providing design services, props, interpretive signs and other display items as required;
- Develops and communicates Conservatory programs, volunteerism, and service goals to and provides leadership and accountability for program staff and volunteers;
- Inspires high performance in all paid and volunteer staff through example, and more directly to program staff and volunteers by providing training, coaching, constructive feedback, and when necessary disciplinary action;
- Presents recommendations for program and event budgets, assists in developing facility budget, assures compliance to budget, and strives to achieve cost savings;
- Participates fully and supportively as an integral part of the Conservatory team;
- Develops, compiles and analyzes program reports to evaluate performance and plan for future;
- Serves as a site supervisor for the facility.

MARGINAL FUNCTIONS:

- Performs other duties as required.

SUPERVISORY RESPONSIBILITIES

The incumbent supervises two subordinate program staff: one coordinates child and youth programs and the work of 4 seasonal day camp staff and the other coordinates adult programs, art displays, and the volunteer program. The incumbent is responsible for the overall direction, coordination, and evaluation of this unit. Supervisor 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.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

Bachelor's degree, preferably in a related field; one to two years related experience and/or training; or equivalent combination of education and experience. Supervisory experience preferred.

LANGUAGE SKILLS

This position requires strong speaking and writing skills. Experience writing for diverse audiences and in varied formats such as newsletter articles, program descriptions, brochure copy, and exhibit signage a plus. The incumbent must have the ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. The incumbent has the ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format. The incumbent has the ability to effectively present information to top management, public groups, and/or boards of directors.

TECHNOLOGICAL SKILLS

Familiarity with PC computer and standard Microsoft Office software required.

MATHEMATICAL SKILLS

Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

REASONING ABILITY

Ability to define problems, collect data, establish facts, and draw valid conclusions. The incumbent has the ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

CERTIFICATES, LICENSES, REGISTRATIONS

Valid Indiana driver's license.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel. The employee frequently is required to sit, reach with hands and arms, and climb or balance. The employee is occasionally required to stand; stoop, kneel, crouch, or crawl; talk or hear; and taste or smell. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include color vision. Most lifting, moving, etc. will take place as a part of setting up for events, programs and classes. The position serves as site supervisor, and as such may need to instruct janitorial staff.

WORK ENVIRONMENT

While performing the duties of this job, the employee is occasionally exposed to wet and/or humid conditions, moving mechanical parts, fumes or airborne particles, outside weather conditions, risk of electrical shock, and vibration. The noise level in the work environment is usually low to 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. 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.