

## **Assistant Site Supervisor**

### **POSITION SUMMARY:**

**Maintain, plan and formulate the overall program at the assigned site.**

**This is a safety sensitive position subject to random drug/alcohol testing.**

*Job descriptions are intended to present a general list of tasks/duties performed by employees within this job classification. Job Descriptions are not intended to reflect all duties performed within the job.*

### **SUPERVISION RECEIVED AND EXERCISED:**

Receive direction from higher level supervisory or management staff.

Supervise lower level staff.

### **ESSENTIAL AND SUPPLEMENTAL FUNCTIONS:**

**ESSENTIAL FUNCTIONS:** (Essential functions may include, but are not limited to the functions listed below)

1. Plan, organize and evaluate personnel and/or programs at an assigned work site.
2. Prepare and post children's daily participant activity schedules, employee activity schedules, monthly calendars and any other forms associated with on-site daily activities.
3. Prepare required/assigned documents, program publicity, parent communication, staffing assignments, etc.
4. Train staff on-site as needed.
5. Conduct staff meetings.
6. Prepare timesheets and relevant paperwork.
7. Attend required professional growth and training sessions as scheduled.
8. Disseminate information presented during supervisory meetings, orientations and/or training sessions.

### **SUPPLEMENTAL FUNCTIONS:**

1. Perform related duties and responsibilities as required.
2. Collect and reconcile service fees.

### **MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS:**

*Related education may be substituted for experience on a year for year basis.*

Two (2) years' experience working with recreational and/or social services programs. Supervisory and/or lead experience preferred.

### **ADDITIONAL REQUIREMENTS:**

Must successfully complete first aid training within one (1) month from date of hire.

Some positions may require cash handling certificate within (1) month from date of hire.

The department will provide required training.

### **PREFERRED KNOWLEDGE:**

- Basic operations, services and activities of recreational and social programs
- General principles and practices of recreational program development and implementation
- Principles of cash handling

### **PREFERRED SKILLS AND ABILITY:**

- Supervise staff and all programs and/or activities at assigned work site
- Plan, implement and evaluate children's programs/activities
- Communicate clearly and concisely
- Establish and maintain effective working relationships with those contacted in the course of work
- Perform the essential functions of the job with or without reasonable accommodation

### **WORKING CONDITIONS:**

**Environmental:**

Indoor and outdoor recreational facilities; exposure to heat, noise, inclement weather conditions.

**Physical:**

Essential and supplemental functions may require maintaining physical condition necessary for sitting, walking, running or standing for prolonged periods of time.