

**TOWN OF GLASTONBURY  
JOB DESCRIPTION**

**TITLE:** Supervisor II  
**DEPARTMENT:** Parks & Recreation  
**REPORTS TO:** Recreation Supervisor

**GENERAL DESCRIPTION:**

Responsible for the supervision of recreation activities at a specific facility or recreation area.

**ESSENTIAL DUTIES:**

1. Supervises an assigned recreation area, its program, participants, and their use of equipment.
2. Inspects equipment and supplies of assigned area and recommends maintenance and repair work.
3. Cooperates with other staff, public and organizations using the facility; insures that Town procedures and regulations are enforced at the facility.
4. Completes all program, accident and attendance reports.
5. Adheres to and enforces all established Town and Department policies and procedures; maintains confidentiality of records and information as appropriate.

**OTHER DUTIES:**

1. Performs other duties as required

**CONFIDENTIALITY:**

- Maintains confidentiality of records and information as appropriate.

**CONDUCT:**

- Observes safe work practices
- Represents the Town in a professional and courteous manner at all times.

**DEPENDABILITY:**

- Regularly attends and is punctual for work.

**QUALIFICATIONS PROFILE:**

1. Ability to supervise groups of children and/or adults using an assigned facility.
2. Ability to read and write in English.
3. Ability to follow oral and written instructions and to learn Town procedures. Ability to communicate orally and in writing in a clear, concise, and persuasive manner. Ability to read and interpret plans and procedures.
4. Ability to work effectively with the public and associates.

**PHYSICAL/MENTAL REQUIREMENTS:**

- Ability to lift objects weighing up to 25 lbs. Must be mobile and able to sit and/or stand for prolonged periods of time. Able to perform skills which require hand-eye coordination such as using a computer
- Ability to see objects far away as in observing from across the gymnasium; see objects closely as in reading a report; and discriminate colors. Ability to hear normal sounds with some background noise and able to distinguish sound as voice patterns. Ability to communicate through human speech
- Ability to concentrate on fine detail with some interruption. Needs to attend to task/function for 25-45 minutes at a time. Ability to understand and relate to specific ideas, generally several at a time, and to understand and relate to theories behind several related concepts. Able to remember task/assignment given at beginning of a period of time extending several days and over long periods of time
- Ability to work professionally with co-workers, supervisors, customers and the public at large. Exposure to high and low temperatures and conditions in outside weather; exposure to radiation (UV sunlight)

**MINIMUM TRAINING AND EXPERIENCE:**

- Graduation from High School or an equivalent education certificate.

**LICENSE OR CERTIFICATION:**

- Valid CPR & First Aid Certification

NOTE: The above description is illustrative of tasks and responsibilities. It is not meant to be all inclusive of every task and responsibility. Incumbent must be able to perform essential duties with or without reasonable accommodation.