

# Winding Trails

## Job Description

Date: August 2022  
Position: Recreation Supervisor  
Department: Administration  
FLSA: Exempt  
Reports To: Executive Director  
Supervises: Program and Event Staff

### Summary of Responsibilities:

The Recreation Supervisor, under the general direction of the Executive Director, plans, coordinates and supervises the operation of numerous programs at Winding Trails. This position is primarily responsible for the coordinating and running a variety of events and programs.

### Essential Functions:

- Plans, schedules, and organizes a wide range of activities including sporting, cultural, and holiday events.
- Maintains calendars, reports, and evaluations on all recreation programs.
- Purchases supplies and equipment as needed for programs and makes recommendations for purchases.
- Hires, trains, supervises, and evaluates the staff associated with these programs.
- Schedules staff and organizes payroll for Financial Manager.
- Monitors income and expenses and makes recommendations for annual and capital budget related to these programs.
- Recommends new programs, improvements, and their associated costs.
- Organizes and manages volunteers for special events
- Assists with the promotion of these activities through flyers, newsletters, and social media.
- Runs programs independently
- Assists with outdoor adventure, cross country ski, environmental programs, etc.

### Other Functions:

- Assists in performing office administration tasks as needed.
- Assists with facility maintenance as needed.
- Completes all other duties as assigned.

### Qualifications & Competencies:

- Bachelor of Science Degree from a recognized educational institution in Recreation, Physical Education, or related field is preferred.
- Minimum two years of experience in the camp, recreation, or related field is required; previous supervisory experience is required.
- Ability to establish and maintain effective working relationships with individuals and groups, both professional and non-professional, co-workers, management personnel, the public and others.

- Ability to work in a fast-paced office environment with interruptions, heavy traffic flow, and juggle multiple priorities.
- Current CPR, First Aid, and AED certifications is required or ability to acquire within six months.
- Ability to work extra hours including weekends and nights as required to fulfill job duties.
- Valid Connecticut Driver's license.
- Able to think quickly, assess a situation and make a sound decision.
- Knowledge of recreation and camp related theory, principles, and practices.
- Solid working knowledge of computers, websites, Microsoft products, spreadsheets, and database software.
- Strong customer focus in all tasks and activities, even while at times under pressure.
- Excellent communication skills; able to communicate effectively and articulately in writing and orally.

Mental & Physical Requirements:

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

- Regularly required to use hands to finger, handle or feel objects, tools, or controls; reach with hands and arms; and talk or hear.
- Occasionally required to stand; climb or balance; and stoop, kneel, crouch or crawl.
- Ability to lift and/or move up to 50 pounds.
- Ability to work in extreme weather conditions including extreme heat or cold resulting in discomfort.
- Vision abilities required by this job include close vision, color vision, peripheral vision, depth perception and ability to adjust focus.
- The dexterity necessary to utilize a computer keyboard on a regular basis is essential.
- Ability to keep his/her composure with the public and co-workers in everyday, stressful and emergency situations.

Salary Range: \$40,000 - \$60,000