





- Prepares incident reports as needed.
- Demonstrates excellent attendance by fulfilling commitments to scheduled shifts and follows department procedures when unable to work due to avoidable and unavoidable circumstances.
- Performs other related duties as assigned.

### **Minimum Qualifications (Recommended)**

#### **Education, Training, and Experience:**

Minimum of a High School diploma, or equivalent, required. Current certifications in CPR and First Aid preferred. General knowledge of basketball and gym sports preferred. Prior work experience in a customer service setting preferred.

#### **Knowledge, Skills, and Abilities:**

- Must be able to transport self to, from, and between job sites using a personal vehicle.
- Must be able to work a variable schedule that includes evening and weekend hours.
- Must be able to be punctual and consistently arrive to work in ample time to begin job duties as scheduled.
- Excellent interpersonal skills with ability to communicate clearly and effectively.
- Ability and willingness to display a high level of respect and professionalism in the workplace at all times.
- Ability to read, interpret and comprehend written communications such as: short correspondence, memos, safety rules, operating and maintenance instructions, and procedure manuals.
- Ability to compose simple written communications, such as incident reports and correspondence.
- Ability to use independent judgment and safe work practices in the performance of job duties.
- Ability to solve problems involving a few concrete variables in standardized situations using sound decision making skills.
- Ability to interact effectively and appropriately with supervisors, other employees, volunteers, program participants, and the general public.
- Ability to maintain confidential information and exercise considerable tact in the handling of sensitive matters.
- Ability to successfully complete any necessary training.
- Ability to perform all essential functions of the position.

### **Physical & Mental Requirements**

The physical and mental 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.

#### **Physical Requirements:**

While performing the duties of this job, the employee is frequently required to stand and walk for prolonged periods of time. While performing the duties of this job, the employee will regularly stand, sit, stoop, kneel, talk, walk, reach with



hands and arms, as well as use hands to finger, handle or feel objects routinely used to perform job duties. The employee must occasionally crouch, run, step up, and lift and/or move objects weighing up to 50 pounds independently. Sufficient speech and hearing are needed to clearly convey and receive information to over the phone and in person. Must have sufficient vision to perform the essential functions of the job. Requires the ability to recognize and identify similarities or differences between characteristics of colors, shapes, and sounds associated with job-related objects, materials and tasks.

**Mental Requirements:**

While performing the duties of this class, the employee is regularly required to use oral communication skills; periodically use written communication skills; work independently; exercise good judgment in making decisions; observe, accurately interpret, and respond to sensitive and/or volatile situations and/or persons; read and interpret data, information, and documents; analyze and solve problems; use basic math and mathematical reasoning; and interact in a calm, professional manner with staff, officials, and the public.

Has frequent contact with Town employees, volunteers, program participants, and the general public. Contacts are primarily in person, by email, telephone, and in writing and involve discussing routine and semi-complex information; contacts with the public require considerable patience, tact, and discretion.

**Work Environment**

Work is generally performed indoors. The noise level is usually moderate to noisy. Hazards are considered minor and controllable, but may include exposure to human error and angry/hostile humans.

**Approval Signatures**

\_\_\_\_\_  
Department Head

\_\_\_\_\_  
Date

\_\_\_\_\_  
Human Resources Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
Town Manager

\_\_\_\_\_  
Date



## JOB DESCRIPTION ACKNOWLEDGEMENT FORM

### Employee Acknowledgment

I acknowledge by my signature below that I have received and thoroughly reviewed a copy of the job description for the following position:

**Position Title:** Program Supervisor

**Revision Date:** September 24, 2018

I understand the job description for the above position in its entirety and I am capable of performing all of the stated requirements, with or without reasonable accommodation. Prior to signing this form I discussed any questions I may have had about the job description with my employer, including any reasonable accommodation(s) needed.

I understand that the statements contained in the job description reflect general details as necessary to describe the essential functions of the job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements.

I understand that my job may change on a temporary or regular basis according to the needs of my department without it being specifically included in the job description. If I have any questions about job duties that I am asked to perform that are not specified within the job description, I should discuss them with my immediate supervisor or a member of the Human Resources staff.

I understand the job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

\_\_\_\_\_  
Employee Name (Print)

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date