

**Title:** Recreation Supervisor (Full Time)  
**Salary:** \$35,269/year (\$1,356.51 bi-weekly) + benefits  
**Department:** Parks & Recreation

**Number of Positions** 1  
**Closing Date:** May 14, 2017  
**Start Date:** June 12, 2017

**JOB SUMMARY:** The Recreation Supervisor is a leadership position with a high degree of responsibility in the area of program management for our community of 24,000. Supervision of numerous part-time program staff and instructors. Required to work some evenings, weekends, and holidays.

**SUPERVISION:** This position reports directly to the Recreation Director.

**QUALIFICATIONS:**

- Required:
  - B.S. degree in Parks & Recreation or a related field
- Preferred:
  - Master's Degree
  - Certified Park & Recreation Professional
  - 3-5 years progressive supervisory experience in special event management and/or senior programming.
- Traits / Skills
  - Written & oral communication skills
  - Competency in the use of computer systems as they pertain to recreation (preferable: experience with RecTrac)
  - Interpersonal and customer service skills
  - Strong attention to detail and ability to accept direction
  - Positive image and tidy appearance
  - Ability to handle large amounts of responsibility
  - Strong multi-tasking and time management skills
  - CPR/AED and First Aid Certified

**HOW TO APPLY:** Candidates should submit an employment application at the Lincoln Community Center, 2450 Lincoln Street, Highland, IN 46322 or online at [highlandparks.org/jobs](http://highlandparks.org/jobs). Successful candidate will be subject to background screening and must have a valid driver's license.

**CONTACT:** Dave Byers, Recreation Director, [dbyers@highland.in.gov](mailto:dbyers@highland.in.gov)  
Phone: 219-838-0114. Fax: 219-972-7584.  
  
Agency website: [www.highlandparks.org](http://www.highlandparks.org).

