

Department:	Parks and Recreation Department
Location:	326 N. Green Street
Job Title:	B.A.S.E. Site Supervisor
Reports to:	Youth Services Manager

Type of position: <input type="checkbox"/> Full-time <input type="checkbox"/> Temporary <input checked="" type="checkbox"/> Part-time <input type="checkbox"/> Intern <input type="checkbox"/> Contractor	Hours: 20-29 hours a week depending on activities <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-exempt	Overtime required: No
---	---	---------------------------------

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document are representative of the knowledge, skills, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Employee serves as the *Site Supervisor* for the Town of Brownsburg Parks department, responsible for assisting with all activities, operations and aspects relating to the operation of B.A.S.E. (Before and After School Enrichment) for Brownsburg Parks.

GENERAL DESCRIPTION/RESPONSIBILITIES

- **Performs/Operates/Functions/Acts/Works/as the support staff of recreational services for Brownsburg Parks, including but not limited to:**
 - Responsible for maintaining the mission, expectations, and stated guidelines for B.A.S.E. program on a daily basis.
 - Assuming responsibility for health and welfare of participants entrusted to his/her care.
 - Helping each participant achieve the desired outcomes for participant development.
 - Identifying and meeting individual participant needs.
 - Assisting Youth Services Manager in communication with specific school administration on program concerns and input.
 - Adhering to Program Standards and applying them to activities within the program.
 - Responsible for the planning and preparation of the site-specific B.A.S.E. program on a long-term and short-term (daily basis).
 - Responsible for management of site-specific budget.
 - Training and supervising site-specific B.A.S.E. program staff; including recruitment, interviewing, hiring, and scheduling of full-time, part-time, and contractual staff.
 - Planning and facilitating awareness and enrichment club activities via enrichment club plan.
 - Assisting K-5 students with daily homework and academic activities.
 - Supervising students throughout all aspects of the daily program.
 - Communicating with parents/guardians or visitors; provide information and assistance and initiate the problem resolution.
 - Responsible for input of student data and payments for B.A.S.E. program on a daily basis.
 - Monitor inventory levels of B.A.S.E. program site-specific supplies; initiate orders for new or replacement materials.
 - Responsible for site-specific summer camps and school's out days long-term and short-term planning.
 - Tracking and organizing site-specific student records and schedules on a daily basis.
 - Attending and participating in professional development meetings and trainings.
 - Selecting, developing, planning, implementing, and coordinating programs, activities, and special events either individually or as assigned by supervisor in a designated program area.
 - Submitting reports, as requested by supervisor.
 - Enforcing applicable rules and regulations with program participants.
 - Handling discipline cases involving program participants; reports case to supervisor as appropriate.
 - Assisting in preparation and dissemination of promotional materials, including seasonal brochures, flyers, posters, advertisements, and news releases.
 - Disseminating information about programs, special events, program fees and department policies and procedures to the public in a polite and effective manner.
 - Answering and responding to telephone calls and communications in a professional manner; rely and respond to inquiries as appropriate.
 - Ensuring compliance with codes laws, rules, regulations, standards, policies and procedures as they pertain to recreation programs; recommends or initiates actions necessary to correct deviations or violations.
 - Ensuring adherence to established safety procedures; monitors work environment and use of safety equipment to ensure safety of employees and other individuals.

JOB REQUIREMENTS

- Desire and ability to work with children.
- Ability to relate to one's peer group.
- Ability to accept supervision and guidance.
- Integrity and adaptability.
- Enthusiasm, sense of humor, patience, and self control.
- Ability to understand and exemplify the principles of public service, public relations, and recreation services.
- Ability to communicate effectively with children and adults both in spoken and written form.
- Ability to utilize Microsoft Excel, Word, and Publisher.
- Must demonstrate strong skills in writing, editing, communicating, and presentation skills
- Must be able to meet established deadlines
- Must have average typing skills
- Ability to assist K-6 students with daily homework.
- Ability to facilitate enrichment activities.
- Ability to add, subtract, multiply, and divide at a minimum of 6th grade level.
- Ability to communicate effectively; includes ability to interact with members of the public and Brownsburg Parks staff in a positive manner.
- Ability to review and evaluate data.
- Ability to utilize a variety of reference and descriptive data and information.
- Thorough knowledge of the principles, practices, and techniques utilized in planning, organizing, and implementing programs, events, and activities.
- Good knowledge of equipment, materials and supplies required for programs.
- Knowledge of supervisory methods and techniques; ability to organize and supervise full-time staff, part-time staff and contractual employees.
- Ability to work independently and efficiently without routine supervision.
- Ability to work with frequent interruptions during periods of high volume and under pressure from the public.
- Ability to project a positive, professional image for the department through appropriate appearance and demeanor.
- Ability to provide guidance, assistance, and interpretation regarding the application of procedures and standards to specific situations.
- Ability to operate a motor vehicle to conduct work activities.
- Must have a safe work record with good ethics and dependable attendance record
- Must be able to lift 25-50 pounds with the use of Personal Safety Equipment
- Must have and maintain a verifiable Indiana Driver's License, a demonstrated safe driving record, and must remain insurable through the Town's liability insurance carrier.

APPLICANT/EMPLOYEE ACKNOWLEDGEMENT

I have read and understand this job description and its relationship to the position I occupy. This job description is not an employment contract, nor is it intended to describe all duties someone in this position may be required to perform.

Signature

Date

Printed Name

Approved By:

Date Hired :