

Recreation Supervisor Bismarck Parks and Recreation District

This position will assist the Recreation Manager and Specialists in the supervision of a municipal recreation and leisure program with the Bismarck Parks and Recreation District by implementing and monitoring policies, procedures, and guidelines within the Facilities and Programs Division as they relate to program administration: public relations, record keeping, programming, personnel, purchasing, inventory control, promotion, and budgeting.

The position is responsible and accountable for the supervision of assigned programs (for example Blast, Activity Centers, Safety Village, special events/tournaments), facilities, and personnel on a daily and/or seasonal basis within District policies and procedures.

Position requires a Bachelor's Degree in parks and recreation or a related field, with an emphasis in administration, community recreation, or therapeutic recreation with a minimum of one year full-time or two years part-time experience in planning, coordinating, and supervising a variety of recreation programs and special events, a valid driver's license and the ability to lift and carry objects up to 30 pounds or heavier lifting with other employees.

Preferred qualifications include additional education such as a master's degree in a field related to the job description, and/or additional experience related to the job description (for example youth sports, programming, coordinating elementary school activities, before or after school programs and special event coordination) and/or certification as a Certified Parks and Recreation Professional and/or first aid/CPR/AED certification.

Starting bi-weekly salary range is \$1,600 - \$1,700 and will include the standard full-time employee benefits of the Bismarck Parks and Recreation District.

Cover letter, Park District application, and resume must be received by 5:00 pm on May 7, 2018 or until the position is filled. Please submit information to Bismarck Parks and Recreation District, ATTN: Human Resources, 400 East Front Avenue, Bismarck, ND 58504.

The job descriptions and application can be viewed and obtained at the Park District office or at www.bisparks.org.

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