



TOWN OF KITTERY

Human Resources

200 Rogers Road, Kittery, ME 03904
Telephone: 207-475-1332 Fax: 207-439-6806

– OPPORTUNITY –
Community Center Supervisor

The Town of Kittery has an opening for a full-time Community Center Supervisor. The pay rate for this non-exempt, union position is \$24.00 per hour. The standard work schedule for this position is Monday through Friday from 9:30am to 6:00pm, with occasional evening or weekend hours to cover events. This position is eligible for medical, dental, vision, life insurance, short-term disability and retirement benefits.

The purpose of this position is to oversee the day-to-day use of the Kittery Community Center facility and Town fields to support programs, activities, and events developed by the Community Center and outside entities; and to manage the Community Center facility to serve its members, tenants, and clients. This position exercises professional judgment, and initiative in implementing the policies of the Community Center. This position reports to the Community Center Director.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Schedule and makes available all areas of the Kittery Community Center for programs, activities, rentals, special events, tenants, and town needs; resolves scheduling conflicts as they may arise;
- Schedule town fields for Community Center, school, and independent youth athletic activities; resolves scheduling conflicts as they may arise;
- Ensures scheduled spaces are properly setup for their designated or scheduled use/activity including setting up furniture, equipment, supplies, audio/visual, and wayfinding signage; coordinate with the Facility Maintenance Supervisor on custodial support for setup/clean-up of events and programs;
- Promote rental of the Star Theatre, meeting spaces, office areas, and function areas to performers, production companies, and other entities;
- Assist in hiring of receptionists, oversees receptionists including scheduling, training, and performance;
- Manage the program registration/box office management system, including adding and removing ticketed/fee-based programs, set up program registration fees, train staff on the use of the system, and address any issues;
- Manage fitness suite membership program including membership registration and member tracking; assist Facilities Maintenance Supervisor to ensure fitness area and walking track are in good working condition and meet the needs of the members;
- Assist the Youth Program Supervisor and Community Program Supervisor in the overall organization, administration and efficient operation of the Community Center in the Director's absence;
- Represent the department on the Visual Arts Committee and work collaboratively with that committee on arts programming;
- Perform other duties as assigned.

Other Duties as Needed

- Conduct program registrations, collect fees, give information about programs;
- Perform a variety of miscellaneous, such as answering the phone, running errands, picking up equipment needed for activities;

Essential Knowledge, Experience, Skills and Abilities

- Bachelor's degree in recreation, hotel management, event planning, or related field, with a minimum of one-year's experience in event planning, facility management, or any equivalent combination of education, training and experience which provides the requisite knowledge, skills and abilities for this position; supervisory experience helpful;
- Knowledge of and proficiency in current computer applications including word processing, spreadsheets, email, social media and other technology-based tools;
- Working knowledge of event planning or facility management preferred;
- Ability to communicate effectively, verbally and in writing, in an appropriate professional manner, to convey or exchange professional information, with diverse groups and individuals, including community members and organizations, other town employees, or recreation professionals from other towns and cities;
- Ability to establish and maintain effective working relationships with employees, supervisors, staff, parents, community leaders, and general public;
- Ability to read a variety of professional, technical and administrative documentation, directions, regulations, instructions, methods and procedures;
- Ability to utilize mathematical formulas, and to understand a variety of professional, technical and administrative documentation, directions, regulations, instructions, methods and procedures;
- Ability to produce reports that are accurate and complete;
- Ability to cope with situations firmly, courteously, tactfully and with respect for the rights of others;
- Ability to analyze situations quickly and objectively and to determine proper course of action;
- Ability to maintain proficiency in first aid and CPR;
- Must possess an appropriate driver's license or ability to obtain one;

Physical Requirements

The physical abilities 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.

- Must be physically able to operate a variety of machines and equipment, including, but not limited to: computer, scanner, telephone, copy machine, shredder, facsimile machine, adding machine, keyboard, printer, hand tools, and sports equipment;
- Must be able to move or carry job-related objects and materials;
- Must be physically capable of reaching to obtain and move various books, printouts, file boxes, computer paper, sports equipment, etc.;
- Must be able to sit and stand for long periods;
- Must be able to communicate through speech and in writing;
- Must be physically capable of lifting 50 pounds;
- Work is normally performed both in an office environment and on-site location.

Please complete the application located on our website at www.kitteryme.gov under employment opportunities and submit a cover letter, resume and list of three professional references to:

Town of Kittery
Attn: Human Resources
200 Rogers Road, Kittery, ME 03904
jobs@kitteryme.org

Accepting application packets until position is filled.

The Town of Kittery is an Equal Employment Opportunity Employer and is committed to excellence through diversity in its staff. We strongly encourage all qualified individuals to apply.