



# **TOWN OF KITTERY**

## **Human Resources**

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

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**– OPPORTUNITY –**  
**Community Program Supervisor**

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The Town of Kittery has an opening for a full-time Community Program Supervisor. The pay rate for this non-exempt, union position is \$24.72 per hour. The standard work schedule for this position is Monday through Friday from 8:30am to 5:00pm, 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 develop and implement, a broad range of adult and community programs and activities that meet the needs of the community, including enrichment programs, special events, and recreational programs. 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.

- Develop an engaging and dynamic community recreation programs, including enrichment programs, special events, and recreational programs, identify partners and instructors for programs, and plan budget, staffing and resource needs for successful program implementation;
- Conduct research to identify programs of value and interest to the community; evaluate program effectiveness and viability; make recommendations on new programs or modifications to existing programs to meet community needs;
- Develop and implement community outreach through the creation of marketing materials, program guides, social media posts, website updates, flyers, and other marketing strategies;
- Assist in hiring of community program staff, volunteers, and program instructions and oversee their work in the implementation of programs and events;
- Ensure community program staff and volunteers receive required and beneficial trainings;
- Assist the Youth Program Supervisor and Community Center Supervisor in the overall organization, administration and efficient operation of the Community Center in the Director's absence;
- Perform other duties as assigned.

### **Other Duties as Needed**

- Lead activities;
- Conduct program registrations, collect fees, give information about programs, and escort participants on trips;
- 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, outdoor education, social work or related field required, with a minimum of one year of experience in recreation and community programming, or any equivalent combination of education, training and experience which provides the requisite knowledge, skills and abilities for this position;
- Knowledge of and proficiency in current computer applications including word processing, spreadsheets, email, social media and other technology-based tools;
- Working knowledge of Adobe, InDesign and WordProcess programs;
- Working knowledge of community recreation programs and community programming;
- 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 up to 50 pounds;
- 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 use a ladder properly;
- Must be able to communicate through speech and in writing;
- 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](http://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](mailto: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.