

Facility and Program Supervisor

Greater Muhlenberg Parks and Recreation System

Posted: August 24th, 2023

Closing Date; Sept. 25th, 2023

Location: Greenville, KY

Type: Full Time

Job Summary

Under general direction of the Executive Director, supervises, plans, administers a variety of recreation programs and recreational facilities including both indoor and outdoor complexes. Must be able to work mid shift (11am to 7pm M,T,TH,F,S) days off are Wednesday and Sunday. This position has a generous benefits package plus vacation time and personal time.

Essential Job Functions

- 1/ Supervises assigned staff, trains, and instructs employees and volunteers. Appraises and evaluates programs, addresses complaints, and resolves problems.
- 2/ Identifies recreation trends, needs and programming opportunities; supervises, develops, plans, and implements recreation programs, events, and tournaments. Establishes rules of conduct, recruits and coordinates volunteers, attends meetings, collaborates with instructors, participants, staff, vendors, volunteers, and community organizations to ensure the success of programs.
- 3/ Reviews and revises existing recreation programs for validity, fiscal responsibility, and compliance with departmental policies.
- 4/ Participate in the routine maintenance of recreation facilities including athletic fields, multi-purpose indoor and outdoor courts, passive recreation areas and park equipment. Participates in general upgrade to facilities, athletic fields, and park equipment.
- 5/ Supervise staff and provide customer service to both organized recreation programs and open gyms.
- 6/ Performs other duties as required

Knowledge and Skills

CPR certification, First aide certification within 3 months of employment

Valid Kentucky drivers license

Ability to work with Microsoft office, excel, power point.

Familiarity with general rules of the major sports

Physical Demands

Must be able to lift 50 lbs. Must be able to withstand heavy heat, 50% of the job is outside.

Qualifications

Bachelor's or associate degree in recreation, sports management, public relations, or a related field. Or

2 years' experience in recreational programming or facility management.

About Greater Muhlenberg Parks and Recreation System

The GMPRS is a public/private non-profit organization that partners with the school system, county, city, and private organizations to provide recreational programming to the entire Muhlenberg County. We have two state-of-the-art athletic complexes, both indoor and outdoor. The GMPRS is governed by a 13-person board of directors which represent all partners, private and public. We also have a full schedule of sports tourism events such as baseball, softball, basketball, and volleyball travel tournaments. We are looking to add to our small staff a team player that will jump in and provide a much-needed hand in all areas of park and recreational organization.

How to Apply

Send resume, cover letter, and references to tommy@mcparks.org or jeanetta@mcparks.org.