

CITY OF BRIDGEPORT, TEXAS

YOUTH PROGRAM SUPERVISOR

*Job descriptions are intended to present a descriptive list of the range of duties performed by employees in the job and are **not** intended to reflect all duties performed within the job.*

The City of Bridgeport does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or the provision of services. The City is an equal opportunity employer.

FLSA: non-exempt

STARTING PAY: \$11.25/hour DOQ

DEFINITION

Temporary seasonal part-time position. Assist with the activities, as well as providing a safe and educational environment for all the youth enrolled in the Camp Program.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Recreation Specialist - Programs.

Exercises direct supervision over Head Youth Program Counselor and Youth Program Counselors.

ESSENTIAL FUNCTION STATEMENTS – *Essential duties may include, but are not limited to, the following:*

Essential Functions:

1. Oversee and foster a safe environment for all youth activities.
2. Plan and initiate activities that are to be a benefit of the participants.
3. Monitor sign-in and sign-out sheets and keep accounts of all children
4. Take and record all payments.
5. Schedule, coordinate and run all field trips, special guest and special activities.
6. Design all arts and crafts for camp.
7. Supervise all counselors and make sure they are supervising and interacting with children.
8. Take care of any disciplinary issues that arise.

9. Work with school staff on coordinating facilities.
10. To enforce all safety rules and regulations in a professional manner.
11. Create and implement a daily activity plan.
12. Maintain a positive attitude at all times and reflect that attitude in all relationships with the public.
13. Assist with the upkeep, maintenance, and daily cleaning of the camp base site.
14. Enforce all safety rules and regulations in a calm and professional manner.
15. Other duties as assigned.
16. Attends work regularly as scheduled, remaining alert at all times.

Marginal Functions:

1. Works after hours and on weekends as needed.
2. Represent the Parks and Recreation department to the citizens, other departments, elected officials and outside agencies; meet and greet the public.
3. Support all youth, volunteer, civic and cultural activities in which the City participates.
4. Attend various meetings and seminars as required.
5. Perform related duties and responsibilities as required.

QUALIFICATIONS

Ability to:

Ability to work well with children and adults and communicate clearly and accurately.
Ability to assume responsibility of providing direct care and supervision to the youth participants.

Basic record keeping skills

Interpret and apply applicable Federal, State and local policies, laws and regulations.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Maintain effective audio-visual discrimination and perception needed for:

- *making observations;*
- *reading and writing; and*
- *Communicating with others.*

Maintain mental capacity which permits:

- *making sound decisions and using good judgment;*

- *demonstrating intellectual capabilities; and*
- *Communicating clearly.*

Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following:

- *standing or sitting for extended periods of time;*
- *above average physical activities; and*
- *exposure to the elements*

Effectively handle a work environment and conditions which involve:

- *working closely with others and*
- *exposure to the elements.*

WORKING CONDITIONS

Environmental Conditions:

Inside and outside conditions; exposure to inclement weather.

Physical Conditions:

Essential and marginal functions may require maintaining physical condition necessary for sitting, standing, or walking for prolonged periods of time as well as above average physical activities; adequate speech, hearing, and eyesight required; may be required to carry, push, pull, drag or hold light to moderate weight objects.

DISCLAIMERS

This job description is:

1. Intended to describe the general nature and level of work being performed by any employee assigned to this job title. It is not intended to be a complete list of all job duties, responsibilities, and/or behaviors of employees in this job. It is intended to describe the essential functions of the position that a qualified individual must be able to perform, either with or without reasonable accommodation.
2. Not intended to limit or modify the right of any supervisor to assign, direct, and control the work of employees under their supervision.
3. Not an employment agreement or contract. The City of Bridgeport has the exclusive right to alter this job description at any time without notice.

A criminal history, driver's license check and drug test are required for employment.

In compliance with the Americans with Disabilities Act, the City of Bridgeport will provide reasonable accommodations to qualified individuals with disabilities and

encourages both prospective and current employees to discuss potential accommodations with the employer.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.

ACKNOWLEDGEMENT

As evidenced by my signature below, I have read my job description and have fully understood my duties and responsibilities related to my employment with the City of Bridgeport. I also acknowledge that I am qualified to perform these duties and, with or without reasonable accommodation, can perform the essential functions of this position as described. Further, I understand that if, at any time, I am unclear as to what my job duties and responsibilities are, or what is expected of me, I will notify management immediately to interpret these duties and expectations.

Signature / Approval

Date: _____

Employee

Employee's Printed Name