



Parks and Recreation Supervisor

The City of Powell is seeking a highly organized, service-oriented, and collaborative Parks and Recreation Supervisor to support the daily operations and programming of the Parks and Recreation Department. This professional position plays a key role in overseeing summer camps and recreation programs, managing facility reservations, supervising seasonal and part-time staff, and ensuring high-quality recreational services for residents of all ages.

This is an excellent opportunity for an experienced recreation professional who enjoys both administrative coordination and hands-on program support in a growing and engaged community.

Hours

- Work hours fluctuate based on programming, events, and departmental needs. This position regularly requires evening, weekend, and holiday hours to support recreation programs and community events.

Starting Salary

- \$60,000 to \$75,000 based on experience

Benefits

- Medical, dental, vision, and prescription coverage for employees and eligible dependents, effective on day one (1) of employment.
- The City contributes a significant portion of the deductible to the employee's HSA account.
- Paid Time Off: 13 paid holidays, sick leave, and vacation leave. Prior service credit is applied when calculating vacation accrual.
- Retention incentive pay after 4 years of continuous service.
- Life insurance and accidental death & dismemberment coverage at one (1) times annual earnings (up to \$100,000) provided at no cost.
- Participation in the Ohio Public Employees Retirement System (OPERS).

Key Responsibilities

- Oversee the administrative operations of the Parks and Recreation Department, including program scheduling, registration processes, recordkeeping, customer communications, and office coordination.
- Manage and coordinate City facility and park reservations; serve as the primary point of contact for internal departments, community groups, and the public regarding facility usage.

- Coordinate and supervise the City's summer camp programming, including scheduling, registrations, seasonal staff oversight, safety compliance, and parent communication.
- Supervise, schedule, train, and evaluate Recreation Program Instructors and seasonal staff; provide day-to-day operational oversight and hiring recommendations.
- Serve as site coordinator for recreation programs, activities, and special events.
- Assist with planning, organizing, and coordinating community events and recreational activities for all age groups.
- Provide high-level customer service to residents, participants, instructors, and partner organizations.
- Evaluate program effectiveness and recommend improvements or modifications.
- Support departmental administrative functions including recordkeeping, financial tracking, purchasing assistance, and documentation related to certifications.
- Provide limited direct instruction for select recreation classes or activities as needed to support operations.

Minimum Qualifications

- Associate's degree in Parks and Recreation or a related field and a minimum of three (3) years of experience in general recreation programming.
- Bachelor's degree in Parks and Recreation or a related field preferred.
- Ability to obtain CPR and First Aid certification.

How to Apply

A complete job description and application are available on the City of Powell's Employment Opportunities website at <https://www.cityofpowell.us/About-Us/Careers>.

Interested candidates should submit their resume to the Human Resources Department at jnahvi@cityofpowell.us.

Join the City of Powell and help create meaningful recreation experiences that enhance quality of life and build community connections.

The City of Powell is an Equal Opportunity Employer