



DEPARTMENT OF
RECREATION

JOB POSTING

April 26, 2022

Staff Supervisor - Bay Roberts Pool

The Bay Roberts Department of Recreation is currently seeking applications for staff supervisor at the Bay Roberts Pool.

Goals & Objectives:

- Accomplishes department objectives by supervising staff and organizing and monitoring work processes.
- Maintains staff by recruiting, selecting, orienting, and training employees and developing personal growth opportunities.
- Accomplishes staff job results by coaching, counseling, and disciplining employees.
- Plans, monitors, and appraises job results.
- Conducts training.
- Implements and enforces systems, policies, and procedures.
- Maintains safe and healthy work environment by establishing and enforcing organization standards and adhering to legal regulations.
- Completes operations by developing schedules, assigning and monitoring work, gathering resources, implementing productivity standards, resolving operations problems, maintaining reference manuals, and implementing new procedures.
- Controls expenses by gathering and submitting budget information, scheduling expenditures, monitoring variances, and implementing corrective actions.
- Provides quality service by enforcing quality and customer service standards.
- Contributes to team effort by accomplishing related results as needed.

Work Hours & Benefits:

- Full-time seasonal position from June 1 (possibly earlier) until August 31, 2022
- 35 hours per week
- Flexible hours
- Salary - \$18.50 per hour
- Non union position - no benefits

Qualifications/Skills

- Quality management
- Supervision
- Tracking budget expenses
- Safety management
- Staffing
- Delegation
- Performance management
- Organization
- Fostering teamwork
- Self-development
- Giving feedback

Please submit your resume to ianflynn@bayroberts.com or deliver in a sealed envelope marked "Staff Supervisor Resume" to the Bay Arena.

Deadline for applications is **May 6, 2022, 4pm.**

If you have any questions, please contact Ian Flynn, director of recreation at ianflynn@Bayroberts.com.