

**Battery Park City Parks Conservancy**  
**POSITION DESCRIPTION**

POSITION TITLE: **Supervisor**

DEPARTMENT(s): **Community Center at Stuyvesant High School and Parks Programming**

**GENERAL DESCRIPTION OF DUTIES**

The Supervisor is responsible for providing the daily supervision required to keep Community Center and Parks Programming activities, services, and special events at 6 River Terrace, Rockefeller, Wagner and Teardrop Park, running efficiently and safely. The Supervisor reports to the Community Center Foreperson, Parks Programming Foreperson and Department Director. The Supervisor co-supervises Parks Programming Leaders and Community Center staff.

The Supervisor should be an example of enthusiasm and proactive professionalism, punctual and regular attendance, professional communication and behavior, and proper use of BPCPC equipment and uniform. They model how to work as a team member of the department, maintaining positive work relations with fellow crew members and the rest of BPCPC staff. They work in close cooperation with all BPCPC and BPCA departments and staff to ensure that the programs in BPC parks, indoor facilities and the Community Center at Stuyvesant High School are organized and presented at the highest standards and welcoming to all.

The Supervisor, with the CCSHS Foreperson and Programming Leaders, performs security duties throughout the various floors in in cooperation with the school and contractual security guards. The Supervisor's security responsibilities include monitoring Community Center members and non-members, controlling number of pool users during busy periods, assisting public entering and exiting classes and programs, and communicating by radio with colleagues regarding public use and safety throughout facilities and entranceways of the Community Center.

The Supervisor is responsible for the effective, efficient, creative and responsible operation of Community Center staff and specialists as they implement members' services, daily programs, special events, permit activities, financial transactions for members, day pass users and class participants, and care for the facility. The Supervisor will be responsible for facilitating and ensuring the maintenance of the community center in cooperation with the school's cleaning and maintenance staff.

**ESSENTIAL FUNCTIONS**

The list of essential functions is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in this class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Co-supervise the daily work of Community Center and Parks Programming staff:
- Observe and supervise the work of staff before, during, and after programs every day; Regularly lead, co-lead, participate in, and observe activities for children, teens, adults, and intergenerational audiences to keep current (audience needs, interests, size, etc.);
- Model how to work in large and small groups as well as independently.
- Ensure that work procedures are followed by staff before, during and after programs, classes, events, and at the Rockefeller Park House and 6 River Terrace
- Train and enforce the safe use of vehicles and equipment staff including use of the freight elevator with vehicle;
- Use creative problem-solving, flexibility, and professional responsibility and mature behavior. Consider the quality of the public's experience as it relates to Parks Programming work. Be a thoughtful participant in discussions and tasks.

- Assist and enforce the safe set up, break down and clean-up of special events stages and equipment;
- Report to the Parks Programming Director and Forepersons observations on productivity, performance, program quality, and the state of the Community Center, parks and facilities on a daily basis;
- Assist in training staff and ensuring that communication with the public about events and programs is clear, friendly and thorough;
- Maintain performance standards for staff;
- Be proficient at using the electronic time and attendance system;
- Maintain Community Center, Parks Programming attendance and reporting system;
- Assist in planning and organizing to meet Community Center and Parks Programming Department needs. Participate in staff management by offering opinions, suggestions, and observations on a daily basis and in regular planning meetings;
- Anticipate need and procure supplies and equipment.
- Maintain uniform standards, act as example for staff;
- Anticipate need, and procure supplies and equipment for, the Community Center and Parks Programming Department through Work Place system
- Expand knowledge of the Community Center and Parks Programming by working with colleagues and peers. Participate in educational opportunities on the job and in the form of workshops and seminars.
- Must be able to work outside in all types of weather.
- Performs other duties required in the scope of the job such as snow removal as designated by the Community Center and Parks Programming Foreperson and Director of Parks Programming.

#### **MINIMUM TRAINING AND EXPERIENCE**

College degree required. Related training or college coursework in recreation, programming, and education for children, teens or adults is highly desirable. Life-guard certification is preferred.

This position requires a minimum of one year of supervisory experience and a demonstrated leadership capacity.

Must have basic skills in word processing and spreadsheet software (MS Word and Excel) packages.

Must have excellent English language speaking and writing skills.

Valid U.S. driver's license required.

**Please send all resumes to: [HR@batteryparkcity.org](mailto:HR@batteryparkcity.org)**

**Battery Park City Parks Conservancy is an Equal Opportunity Employer and complies with all local, State, and Federal employment regulations.**