

## Recreation Supervisor Town of Frye Island, Maine

### **30-37.5 hours per week)**

The Recreation Supervisor (Rec Supervisor) is primarily responsible for managing staff at the Frye Island Community Center's Rec Room to help create a safe, friendly, and fun environment for islanders and their guests. This position reports directly to the Director of Recreation and is ideally suited for someone responsible, self-motivated, and community-minded. This position will also supervise and coordinate with other recreation activities such as the Fitness Center, Field Games, Library and general events. The ideal candidate will be reliable, friendly, able to manage mostly high school and college aged staff. Duties include, but are not limited to:

- Create staffing schedule for the Rec Room staffing. Help coordinate and plan staffing for events such as Candy Bar Squares and special rec events. (1-2 hours/week)
- Directly supervise, manage, and train Rec Staff at the Rec Room on job duties, responsibilities, customer service, and safety. (15-25 hours per week)
- Assist in coordination of special rec events (golf cart parade, art show, etc) and help direct staff and volunteers as needed (2-5 hours per week).
- Helping to maintain a safe, clean environment (-4-5 hours per week)
- Order supplies (arts and crafts, games, etc) as needed (1 hour per week)
- Assist with keeping weekly FINS content submission for Rec to date with current and upcoming special events
- Attend Rec Committee meetings if scheduling allows and work closely with committee members on event implementation
- Able to perform and train staff on duties listed in the Rec Staff job description
- Other duties as assigned, other opportunities as they arise

### **Desired Qualifications**

- CPR & First Aid Certified (training provided)
- Supervisory experience
- Prior experience in recreational programming, youth programming, customer service, or facility management

If interested, please forward a resume and letter of interest to  
[mike.anson@fryeislandtown.org](mailto:mike.anson@fryeislandtown.org)