

OPEN FOR KENT COUNTY EMPLOYEES AND THE PUBLIC!

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DATE POSTED:
POSTED BY:
CLOSING DATE/TIME:

JULY 6, 2026
HR DEPT.
JULY 31, 2026

All applicants must submit a completed application to be considered. Resumes will not be accepted in lieu of an application. Please visit <https://www.kentcountyde.gov/My-Government/Employment-Human-Resources/Employment-Opportunities> to apply online. We are located at 555 Bay Road, Dover, DE 19901; visit our website: www.kentcountyde.gov . If you have any questions, please contact our office at 302-744-2310 or email us at hr.recruitment@kentcountyde.gov

Department of Community Services
Recreation Program Supervisor I
Classified, GRADE 2117
\$26.63/hour

RECREATION PROGRAM SUPERVISOR I

General Description

The purpose of this position is to plan and supervise a major area of the County's recreation program.

This position works independently, under limited supervision, reporting major activities through periodic meetings.

Duties and Responsibilities

The functions listed below are those that represent the majority of the time spent working in this position. Management may assign additional functions as necessary.

- Plans, develops, schedules, implements and evaluates a diversified athletics or cultural program within a designated area of the County.
- Recruits, supervises, directs, and evaluates assigned program staff, officials, coaches, and instructors.
- Coordinates assigned program area activities with other County recreational programs.
- Meets and advises community groups on the organization of recreation programs.
- Assists in marketing recreational activities by preparing social media posts, school flyers, display slides, and content for the digital activity guides.
- Investigates complaints concerning programs and personnel and recommends appropriate action.
- Obtains the use of outside facilities for activities, leagues, events and programs.
- Order supplies for activities, leagues, events, and programs.
- Supervises the compilation of statistics and other reports on recreation programs.
- Supervises the preventive maintenance of equipment in assigned program area.
- Works with the private sector for co-sponsoring of special events.
- Assists with preparation of activity budget.
- Performs related work as required.

Minimum Education and Experience Requirements

- Requires a Bachelor's degree in leisure science, parks and recreation, physical education or related field and recreation programming or other related experience or any equivalent combination of education and experience.

Additional Requirements:

Good knowledge of modern principles and practices of recreation activities; some knowledge of physical education practices; some knowledge of public relations techniques; ability to plan and supervise the work of others; ability to speak effectively; initiative and resourcefulness; ability to establish and maintain effective working relationship with coworkers, supervisor, officials, agencies, and the public; working knowledge of personal computers and pertinent applications; basic knowledge of social media and its uses; regular and timely attendance; performance of duties in a safe manner.

Must pass testing for substance abuse and criminal background investigation. Must maintain a positive work environment by acting and communicating in a manner that promotes harmonious relations with customers, co-workers, and supervisors. Direct deposit of pay required.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

- This is light work requiring the exertion of up to 50 pounds of force occasionally, and/or up to 20 pounds of force to move objects.
- Work requires crawling, reaching, pushing, fingering, grasping, handling, and repetitive motions; voice communication is required for expression or exchanging ideas by means of spoken work levels, and to receive detailed information through oral communications and/or to make fine distinction in sound.
- Mental acuity is required to make rational decisions through sound logic and deductive processes; physical attendance at work site is required to perform manual tasks, provide immediate service to onsite customers and supervise or interact with work groups.
- Visual acuity is required for depth perception, color perception, preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, use of measuring devices, determining the accuracy and thoroughness of work, observing general surroundings and activities.
- The worker is subject to inside environmental conditions, and atmospheric conditions

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions

- Essential Functions are regularly performed without exposure to adverse environmental conditions.

Special Certifications and License Requirements:

- Must possess and maintain a valid state driver's license with an acceptable driving history.

Notices:

Kent County is an Equal Opportunity Employer. ADA requires the County to provide reasonable accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management. This is an employment at-will position.