



Kevin J. Bailey
Director of Recreation

City of Medford

Recreation Department

30 Forest Street
Medford, Massachusetts 02155
Telephone (781) 393-2486



TDD: (781) 393-2516

Job Description Recreation Supervisor

The Recreation Supervisor(s) are responsible for supervising a variety of programs, rentals and activities that are being conducted inside the Recreation Center or satellite facilities.

Required Qualifications:

- Must be Age 18 or older
- Standard First Aid (training can be provided)
- Adult and Child CPR/AED (training can be provided)
- Able to problem solve and have good judgement
- Ability to communicate with the public and provide good customer service
- Strong organizational skills, including the ability to maintain records and schedules.
- Proficient in Microsoft Office

Duties:

- Directly supervise Recreation staff and activities
- Communicate to the public. De-escalate problems when they occur
- Maintain daily safety and cleaning checklist.
- Inspect equipment. Inform the Recreation Director when repairs or replacement is necessary.
- Follow and execute the facilities Emergency Action Plan if necessary
- Perform CPR or provide basic first aid
- Other duties may be assigned by the Recreation Director or Assistant Recreation Director.

Location: Recreation Supervisors can be scheduled at a variety of locations around the City of Medford.

Schedule: This is a part time position scheduled to work 5-19 hours per week. Hours will be determined by demand and employee availability.

Pay: \$17.00 - \$23.00 per hour

The City of Medford is an Equal Opportunity/Affirmative Action/504 Employer Residents of the City of Medford, Women, Minorities, Veterans and Persons with Disabilities are encouraged to apply.