

CITY OF FORT WAYNE JOB POSTING

Applicants and Employees must meet duties/essential functions and minimum requirements.

Job Vacancy:	Supervisor-Riverfront Programs	Department:	Parks & Recreation
Requisition Number:	2025129		
Hours:	Varies	Rate of Pay:	\$60,884.93 Annually
Date Posted Up:	2/3/2025	Date Posted Down:	2/7/2025
Time Up:	9:00 a.m.	Time Down:	5:00 p.m.

SUMMARY

Under the direction of the Manager of Riverfront, the incumbent supervises full time program coordinator, two regular part time coordinators and riverfront seasonal staff along with Headwaters Park ice rink lead attendants, attendants and ice guards. The incumbent supervises programs, rentals, events, and activities in addition to the development and implementation of programs and events for the Fort Wayne Parks and Recreation Riverfront division and other assigned areas. The incumbent is expected to exercise good judgement, independence, initiative, and professional expertise in conducting day-to-day operations. All work duties and activities must be performed in accordance with the City safety rules and operating regulations, policies and procedures as well as federal, state and local regulations.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the ability to interact with the public, City incumbents, and outside agencies with patience, tact, respect, and professionalism and the following. Other duties may be assigned.

MANAGEMENT/OPERATIONS

- Supervises Riverfront staff, excluding maintenance staff;
- Maintains schedules for Riverfront staff, excluding maintenance staff;
- Supervises Headwaters Ice Rink and communicates on a regular basis with Ice Rink Lead Attendant(s) during operational season;
- Creates staff schedules based on programming and facility needs;
- Monitors, supervises, and evaluates activities, as well as instructs volunteers, and any subordinate staff;
- Provides event and program assistance, including but not limited to, planning, set up, and tear down;
- Assists with determining and securing resources needed including facilities, staff, equipment, supplies, instructors, etc.;
- Prepares and submits reports as needed;
- Enforces Parks and Recreation Department rules, and adheres to Fort Wayne Parks and Recreation, and City of Fort Wayne policies and procedures;
- Maintains inventory of supplies and equipment;
- Maintains file of images (digital and other forms) to be used for website and other promotions;
- Deposits monies in accordance with Parks and Recreation policies and procedures;
- Maintains file of images (digital and other forms) to be used for website and other promotions;
- Assists in booking, managing, and cultivating rental and partner events;
- Stays up to date changing Riverfront information, including, but not limited to: riparian initiatives, development projects, and historical and ecological information;
- Attends bi-weekly staff meetings with Riverfront staff.

PLANNING/IMPLEMENTATION

- Researches, plans, develops, coordinates and implements riverfront programs including work plans, budget, equipment, displays, exhibits, and evaluations;
- Leads development of comprehensive volunteer program, including recruiting, training, scheduling, and supervising volunteers
- Maintains inventory of supplies and equipment;
- Assists with determining and securing resources needed including facilities, staff, equipment, supplies, instructors, sponsorship, etc.;
- Leads development of new areas of Riverfront programming;
- Assists with the coordination of facility rentals.

INFORMATION/COMMUNICATION

- Provides high quality customer service to program and event participants, and the general public;
- Presents information in a positive and enthusiastic manner as directed about Riverfront Fort Wayne, Fort Wayne Parks and Recreation, and other program areas as directed;
- Leads Riverfront programs such as community events, and other programs as directed;
- Communicates in a professional manner with staff, volunteers, employees, participants, and the general public;
- Assists in creation and distribution of marketing materials

MARGINAL FUNCTIONS

- Performs other duties as assigned.
- Assumes assigned duties of the Riverfront Manager in his/her absence.

SUPERVISORY RESPONSIBILITIES

The incumbent supervises instructors, volunteers, and subordinate staff.

PERFORMANCE EXPECTATIONS

The incumbent is responsible to manage their performance in accordance with this job description and the performance expectations provided to them by management. If at any time the incumbent is unsure of their role or specific responsibilities, it is the incumbent's responsibility to refer to their job description and ask for clarification from their supervisor. Management will work with the incumbent, as needed, to ensure performance expectations are clearly communicated and performance goals are achieved.

EDUCATION and/or EXPERIENCE

- Bachelor's degree (B.A. or B.S.) from four-year college or university; and at least one year related experience and/or training; or equivalent combination of education and experience.
- Familiar with Riverfront's Fort Wayne's Mission, long range plans, and other relevant program areas;
- Proficient in Microsoft Office software, including Word, Excel, and Power Point;
- Effective communication skills, both oral and written;
- Ability to establish and maintain effective leadership and role model relationship with participants.
- Must possess a moderate amount of experience in supervision.

CERTIFICATES, LICENSES, REGISTRATIONS

- Valid Indiana Driver's License if city vehicle used
- First Aid and CPR Certification.

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 accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to sit and use hands to finger, handle, or feel. The employee is occasionally required to stand; walk; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Work requires some contact with changing conditions, some lifting or moderate labor involved. Incumbent is normally standing, walking or lifting light objects. Incumbent may require greater than normal physical abilities such as visual or hearing activity.

Incumbent works inside and outside in normal weather changes; work requires walking about various types of terrain with exposure to hazardous conditions and dust.

Applications may be submitted on-line at www.cityoffortwayne.org or using the City of Fort Wayne Human Resources Department computer kiosks located at Citizen's Square, 1st Floor, 200 E. Berry Street, Fort Wayne IN between the hours of 8:00 a.m. – 4:00 p.m. Applicants must be 18 years of age or older. Applicants must be 21 years of age or older to hold a CDL with the City of Fort Wayne. Reasonable accommodations for person with a known disabling condition will be considered in accordance with State and Federal Law.

(Those individuals who accept employment with the City and live outside one of the six contiguous Indiana counties that border Allen County (DeKalb, Whitley, Noble, Huntington, Wells, and Adams) will have six (6) months from their start date to become residents of either Allen County or one of the six counties listed above. Policy and Procedure Number 204 Page: 1 of 1)

Equal Opportunity Employer

All qualified applicants will receive consideration for employment without regards to age, race, color, religion, sex, disability, veteran's status, national origin, genetic information or sexual orientation. Reasonable accommodations for persons with a known disabling condition will be considered in accordance with State and Federal Law.