



OAKLAND COUNTY MICHIGAN
invites applications for the position of:

Recreation Program Supervisor-Nature Education

SALARY: \$55,026.92 - \$71,795.36 Annually

OPENING DATE: 10/29/18

CLOSING DATE: Continuous

JOB SUMMARY:

Under direction, plans, develops, creates, promotes and implements a variety of programs, including clinics, special events, trips, outreach, local tourism, experiences, day camps, golf tournaments, campgrounds recreation, outdoor gear rental, and corporate/ group retreats for people of all ages and abilities. Meets to determine programming interests and needs. Works with Parks Supervisors to determine facility needs, updates and additions. Drafts budget proposals and routinely evaluates

programs to determine their importance, effectiveness and success with cost recovery goals. Supervises part-time, seasonal and part-time eligible employees. Is on-call 24 hours a day, 7 days a week on a year round basis. Utilizes current county-wide and/ or departmental specific software to complete assignments.

MINIMUM QUALIFICATIONS:

All applications must clearly indicate how the Minimum Qualifications, if applicable, are met. Provide as much detail as possible under employment history along with the hours worked per week at each job.

TRANSCRIPTS REQUIRED

All applicants for this classification must upload a copy of their college transcript under the attachment section. This section is used for **transcripts only**. Do not upload any other documents such as reference, cover letter, resume, etc. **NOTE: If a job offer is made, an official transcript will be required.**

At the time of application, applicant must:

1. Possess a Bachelor's degree from an accredited college or university in Parks and Recreation, Recreation and Landscape Leisure, Natural Resources, Outdoor Recreation, Zoology, Environmental Education/Studies, Business Administration, Human Resources, General Business or a closely related field; **AND**
2. Have at least four (4) years of increasingly responsible full time work experience developing and implementing recreational activities, including one (1) year of experience as a program leader or supervisor.
3. Possess a valid United States motor vehicle operator's or chauffeur's license. Out of country driver's license holders will be required to obtain the appropriate valid State of Michigan driver's license before the hire date.
4. Pass the complete examination including the employment medical established for this classification.
5. Successfully complete the six (6) month probationary period.

APPLICATIONS MAY BE FILED ONLINE AT: <http://www.oakgov.com/jobs>

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