

 **PROGRAM SUPERVISOR JOB DESCRIPTION**

**SEASONAL JUNE – AUGUST**

**POSITION SUMMARY:**

Monitor and coordinate various programs and special events scheduled throughout the summer.

**PRINCIPLE DUTIES & RESPONSIBILITIES:**

 Demonstrate good communication skills with participants.

 Must be upbeat and energetic.

 Be able to coordinate and promote special events and programs.

 Handle discipline situations with courtesy and fairness.

 Attends mandatory meetings and training sessions as scheduled.

 Appear professional in appearance and attitude at all times.

 Complete all other duties as assigned and appropriate.

**QUALIFICATIONS:**

 Must be 18 years of age.

 Ability to interact with energy and enthusiasm.

 Ability to interact positively with patrons.