

**CITY OF OVERLAND PARK - POSITION DESCRIPTION**

<b>TITLE:</b>	Supervisor, Educational Programs	<b>BAND/LEVEL:</b>	MGT I
<b>DEPARTMENT:</b>	Recreation Services	<b>JOB NO:</b>	3025
<b>DIVISION:</b>	Farmstead	<b>DATE:</b>	01/07/2018
<b>REPORTS TO:</b>	Superintendent, Farmstead	<b>FLSA STATUS:</b>	Exempt
<b>FT/PT/SEASONAL:</b>	Full-time	<b>COST CENTER:</b>	531
<b>REPLACES:</b>	Contract - Supervisor, Educational Programs	<b>LAST REVISED DATE:</b>	02/27/2015

**JOB SUMMARY STATEMENT:** Responsible for the programming, operations and supervision of all educational areas of the Farmstead. Promotes and conducts educational and recreational activities and events. Supervises educational staff. Provides support to the Friends of the Farmstead by assisting in fundraising, planning, and marketing. Works with other Farmstead Supervisors in a collegial way to assist in the daily operation of the Farmstead

**DUTIES AND RESPONSIBILITIES:**

1. Delivers and presents educational programs to the public. Develops curriculum for all educational programs at the Farmstead including daily operations, special programs, tours, events, and camps. Develops and reviews educational programming annually. Maintains the Ben’s Bank passbook program. Markets educational programming to groups and the general public. Utilizes and maintains technology required to implement programs.
2. Provides direct supervision to daily operations staff and volunteers in all educational areas including but not limited to: the School House, Indian Encampment, Ben’s Bank, General Store, the Exploration Outpost, the Barber Shop and the Blacksmith Shop. Implements all recruiting, interviewing, hiring, training, scheduling, supervision and evaluation of Educational Program Attendants. Maintains staffing budget for the education department.
3. Assists the Public Programs Supervisor in planning of special events including but not limited to: Earth Day, Dairy Day, the Fishing Tournament, Independence Day, Georgia’s Chicken Run, OP5K Stampede, Pumpkin Hollow, and Night of the Living Farm.
4. Assists with fundraising, planning, grant writing and marketing of the Friends of the Farmstead’s events from November 15<sup>th</sup> to March 15<sup>th</sup>.
5. Assists in the daily operation of the Farmstead during the operational season (April through October).
6. Performs other duties as assigned.
7. The employee must work the days and hours necessary to perform all assigned responsibilities and tasks. Must be available (during the operating season at peak attendance times that include weekend work and split days off and more than 40 hours a week) to communicate with subordinates, supervisors, customers, vendors and any other persons or organization with which interaction is required to accomplish work and employer goals.
8. The employee must be punctual and timely in meeting all requirements of performance, including, but not limited to, attendance standards and work deadlines; beginning and ending assignments on time; and scheduled work breaks, where applicable.

## GENERAL QUALIFICATIONS

---

### EDUCATION & SPECIAL LICENSE(S)/CERTIFICATIONS:

- Bachelor's degree in Early Education or a related field.
- Possession of appropriate, valid commercial driver's license.
- Must maintain an insurable driving record.

### EXPERIENCE:

- Two years' experience in educational programming and public presentation preferred.

### SKILLS:

1. Excellent leadership and supervisory skills.
2. Excellent organizational and time management skills.
3. Attention to detail.
4. Basic math skills.
5. Good facilitation skills.
6. Good oral and written communication skills.
7. Good listening skills.
8. Ability to design quality marketing and promotional materials.
9. Effective public speaking/presentation skills.
10. Analytical skills.
11. Tact and diplomacy.
12. Working knowledge of google-based applications, such as publishing, database, spreadsheet and word-processing and audio/visual equipment.

### MENTAL REQUIREMENTS:

1. Ability to meet deadlines.
2. Diplomacy and judgment.
3. Ability to train and guide others.
4. Ability to recognize and protect confidential information.
5. Ability to work independently.
6. Ability to work in hectic environment with many interruptions.
7. Ability to analyze and recommend possible solutions.
8. Ability to work on several projects at one time.
9. Ability to carry out assignments through oral and written instructions.
10. Ability to learn and understand PC software applications.
11. Alpha and numeric recognition.
12. Ability to prioritize work.

### PHYSICAL REQUIREMENTS:

1. Ability to reach, stand, crawl, bend, stoop, climb, push and pull.
2. Ability to work in extreme environmental conditions.
3. Ability to make and receive phone calls.
4. Ability to speak to an individual or a group for an extended period of time.
5. Ability to operate office equipment such as copy machine, fax machine, calculator and personal computer.
6. Exposure to noisy conditions.
7. Excessive standing and/or walking.
8. Ability to lift 50 lbs and transport 25 feet.
9. Ability to push/pull up to 50+ lbs.
10. Ability to operate city vehicles, 1-ton truck, golf cart and truckster.
11. Ability to operate hand and power tools, such as hammer, shovel, rake, screwdriver, drills, skill saw.

**SUPERVISORY RESPONSIBILITY (Direct & Indirect):**

- Direct:
  - Volunteer Program Supervisor
  - Supervisor, Public Programs
- Direct and Indirect:
  - Part-time, seasonal, and volunteer personnel.

**The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.**