



Position Vacancy

RFP #26-019-1

Position: Activities Supervisor

Department: Parks, Recreation & Cultural Affairs

Salary Range: Classification: PK10
Full Range: \$67,970 - \$92,780
Anticipated Hiring range: \$67,970 - \$72,039

Schedule: Hours per week: 40
Hours are adjusted seasonally to fit operational needs

This position is covered by the Collective Bargaining Agreement between the City of Framingham and LIUNA, Local 1116 Parks, Recreation & Cultural Affairs Supervisors Union.

The City of Framingham is currently a 100% onsite work environment.

- Position will remain open until filled.
- The City of Framingham's Department of Parks, Recreation and Cultural Affairs is located at 475 Union Avenue, Framingham.
- The City of Framingham offers a robust benefits package and is an eligible employer for the [Federal Student Aid Public Service Loan Forgiveness Program](#).
- We seek to hire a candidate who shares our commitment to Framingham and values civility, collegiality and working in a coordinated team environment to serve the City of Framingham.
- The City of Framingham is an Affirmative Action Equal Opportunity Employer.

The Parks, Recreation and Cultural Affairs Department's mission is to create recreational opportunities, preserve open space, manage public athletic fields and parks, and administer recreation programs for Framingham's varied population.

The Parks, Recreation and Cultural Affairs Department includes four main service areas: Parks, Recreation, Callahan Center/Senior Services and Loring Arena.

For more information, please see our [website](#).

Position Purpose:

The Activities Supervisor is responsible for planning, coordinating, instructing, and administering a wide range of department-sponsored recreation programs, leagues, and special events that foster community engagement and participation among people of all ages. This position oversees summer staff and programming, beach staff and programming, ice lessons, program registration, recruitment, supervision of additional seasonal staff and volunteers, and community outreach. Employee is required to perform all similar or related duties as assigned by the Superintendent of Recreation.

Essential Functions:

The essential functions or duties listed below are intended only as illustrations of the various type of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

1. Plans, coordinates, instructs, and implements a variety of department-sponsored activities, leagues, and special events that promote recreation and community engagement across all ages and abilities.
2. Works closely with the Superintendent of Recreation to develop, schedule, and evaluate programs, ensuring they meet departmental goals and community needs.
3. Oversees the recruitment, hiring, training, and supervision of part-time and seasonal staff, contractors, and volunteers; prepares timesheets and evaluates performance.
4. Conducts risk assessments and safety inspections for all department programs to ensure safe and compliant operations while working with the Framingham Department of Public Health to ensure all CMR standards are met.
5. Serves as a liaison to community groups, schools, and partner organizations to promote recreation initiatives and expand community participation.
6. Develops and oversees marketing and promotional efforts, including program guides, flyers, newsletters, social media, and website updates.
7. Responds to public inquiries and complaints in person, via email, and by phone in a professional and courteous manner.
8. Visits programs regularly to assist staff, monitor attendance, address issues, and ensure positive participant experiences.
9. Participates in the management and operation of recreation facilities as assigned.
10. Performs similar or related duties as required, directed, or as situations dictate.
11. Acts as Superintendent in his/her absence.

Qualifications:

- Education, Training and Experience:
 - Bachelor's Degree in recreation, leisure studies, therapeutic recreation, sports management, physical education, or a related field
 - three to five (3–5) years of relevant work experience
 - Valid Massachusetts Driver's License
 - Certified Recreation and Parks Professional (CRRP) preferred
 - First Aid and CPR/AED Certification required
 - Ability to work non-traditional hours, including evenings, weekends, and seasonal schedule adjustments (overtime compensation may apply)
- Required Knowledge:
 - Thorough understanding of recreation programming, facility operations, and community engagement strategies.
 - Working knowledge of office software, including word processing, spreadsheets, and online registration systems.
- Ability to:
 - establish and maintain effective working relationships with staff, volunteers, and the public
 - manage multiple tasks and deadlines efficiently and with attention to detail
 - adapt and respond effectively to a dynamic, service-oriented environment
- Needed skills:
 - Organization
 - Leadership
 - Supervision
 - written, oral and public communication
 - customer service
 - problem solving
 - the ability to speak Spanish or Portuguese is a plus

An equivalent combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job may be accepted.

Supervision Received:

Under the general direction of the Superintendent of Recreation, the Activities Supervisor plans, prioritizes, and carries out regular work in accordance with established practices. The employee interprets instructions and adapts methods to resolve specific problems. Instructions for new assignments generally consist of desired objectives, deadlines, and priorities. Technical or policy questions, or procedural changes, are discussed with the Superintendent. Work is reviewed for technical adequacy, appropriateness of actions or decisions, and conformance with policy or other requirements.

Supervisory Responsibility:

The employee provides direction and technical supervision to department staff, including regular part-time, seasonal, and temporary employees, as well as volunteers. The position oversees substantial numbers of staff distributed across multiple locations, particularly during peak seasonal operations. Work operations are subject to predictable seasonal fluctuations that can be planned for in advance.

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 position's essential functions.

Physical Demands: Work effort involves primarily sitting to perform office tasks, with intermittent standing, walking, stooping, or kneeling. When instructing programs, the employee may walk, throw, or jump as necessary to complete the task. The employee may occasionally lift, push, or pull light objects such as office equipment, program supplies, or boxes of materials.

Motor Skills: Basic motor skills are required to operate standard office equipment, computers, and to perform routine programming and facility-related tasks.

Visual Demands: Position requires frequent reading and interpretation of documents and visual materials. The employee is not required to distinguish colors.

Job Environment:

Employee performs essential functions in both a municipal office setting—subject to frequent interruptions—and outdoors at recreation sites where exposure to loud noises and weather conditions may occur. The employee will be required to work beyond normal business hours, including nights and weekends, to attend, instruct, and oversee programs and special events.

Nature and Purpose of Public Contact:

Employee interacts regularly with co-workers, the public, and external partners such as vendors and community organizations. Interactions often involve explaining or interpreting department policies, coordinating work, and resolving concerns. Courtesy, tact, and diplomacy are required, particularly when handling complaints or uncooperative individuals. The employee may also provide the public and media with routine department-related information.

Accountability:

Errors, missed deadlines, or poor judgment may result in adverse public relations, monetary loss, missed deadlines, or jeopardizing department programs and objectives.

Complexity:

Work consists of the practical application of a variety of professional concepts, practices, and specialized techniques. Assignments typically involve evaluating and interpreting factors, conditions, or unusual circumstances; ensuring compliance with established standards; gathering and analyzing data; and determining effective methods to accomplish program objectives.

Confidentiality:

The employee has limited access to confidential information obtained during the performance of regular position duties in accordance with the State Public Records Law, such as personnel files of seasonal employees and departmental records.

Judgement:

Work requires the employee to examine, analyze, and evaluate facts and circumstances surrounding individual problems, situations, or transactions, and determine actions to be taken within the limits of standard practices. The employee must apply independent judgment to analyze situations and determine appropriate actions, often referencing a large body of established policies and precedents that may occasionally conflict.

Occupational Risk:

Risk exposure is similar to that found in an office or outdoor recreational setting.

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