

RECREATION SUPERVISOR

DEFINITION

Under direction, plans, organizes, directs and coordinates a variety of recreation programs, sports programs, various recreational special projects, summer programs and City-wide special events on a year-round basis for participants of all ages, and performs related work as assigned.

CLASS CHARACTERISTICS

This is an experienced recreation class with day-to-day site, program and facility administrative responsibilities. Specific responsibilities may vary, depending upon the site, programs or projects to which assigned; however, all assignments require a knowledge of the provision of recreation and related services to a variety of age groups, the ability to organize and oversee the work of part-time staff and/or volunteers, a strong customer-service orientation and the skill to relate to a variety of individuals, families and groups from various socio-economic backgrounds. Assignments allow for administrative discretion and judgment in their execution. This class is distinguished from Recreation Director in that the latter has overall management responsibility for City recreation functions and budget.

EXAMPLES OF DUTIES (Illustrative Only)

- Develops and directs the implementation of goals, objectives, policies, procedures and work standards for assigned programs and activities.
- Plans, develops, implements and directs a broad recreational program of activities and services for children, youth, teens and adults.
- Prepares and administers the budget for assigned programs and activities.
- Plans, organizes, assigns, reviews, evaluates and directs the work of staff; selects personnel and provides for their training and development.
- Maintains effective relations with a variety of community organizations, including the School District, parent support groups and the public; works closely with City staff to provide comprehensive recreation services to City residents and to solve a broad range of service delivery, community and administrative problems.
- Coordinates, delegates and follows up on the work of assigned staff; sets work priorities and coordinates and schedules assignments.
- Advises the Recreation Director, appropriate commissions and committees and the City Council on aspects of recreation program and planning; presents and justifies proposed plans, plan revisions and recommendations.
- Surveys the community to determine recreation needs and implements programs to satisfy those needs.
- Evaluates and monitors assigned recreation programs and recommends improvements.
- Prepares a variety of periodic and special reports related to recreation programs and activities; develops and writes manuals and instruction procedures.
- Ensures the safety of playing fields, playgrounds and other recreational facilities.

- Designs and prepares promotional materials and departmental brochures.
- Maintains accurate records and prepares a variety of periodic and special reports regarding program and event activities, including registrations and fees received.
- Sets up and uses a variety of recreation, cleaning, and other equipment related to the program as well as standard office equipment, including computers; may drive a motor vehicle to transport supplies, equipment and program participants in the course of the work.
- Processes registrations, collects fees and issues receipts.
- Coordinates the rental of facilities with citizens, community groups, City staff and others.

QUALIFICATIONS

Knowledge of:

- Principles, practices and service delivery needs related to the program area(s) to which assigned.
- Principles and practices of recreation program development, implementation, review and evaluation.
- Principles and practices of employee and volunteer supervision, including work planning, assignment, direction, review and training.
- Applicable regulations and rules related to the program area(s) and facilities to which assigned.
- Standard office practices and procedures, including record keeping, business mathematics and basic computer applications related to the work.
- Safety principles and practices, including first aid.
- Techniques for effectively dealing with individuals of various ages and from various socio-economic groups.
- Basic practices of program budgeting.

Skill in:

- Planning, supervising, coordinating, reviewing and evaluating a variety of recreation, teen, sports, senior and related programs.
- Planning, scheduling, assigning, directing and reviewing the work of staff and volunteers.
- Interpreting, applying and explaining policies, procedures and regulations.
- Handling medical emergencies and injuries in a calm and effective manner, including providing basic first aid.
- Maintaining facilities and equipment in a clean, safe and secure manner.
- Recommending and administering program and projects budget(s) after approval.
- Identifying community recreational needs and recommending alternative or enhanced programs.
- Exercising sound independent judgment within general procedural guidelines.
- Maintaining accurate program records and files.
- Preparing clear and concise reports, correspondence and other written materials.
- Establishing and maintaining effective relationships with those contacted in the course of the work.

Education And Experience

Equivalent to graduation from a four-year college or university with major course work in recreation or a related field and two years of increasingly responsible, full-time experience in recreation program planning and administration. Additional related experience may be substituted for the education on a year-for-year basis to a maximum of two years.

Licenses and Certifications:

Must possess a valid California class C driver's license and a satisfactory driving record. Must possess or obtain prior to the completion of the probationary period First Aid and CPR Certificates.

Working Conditions:

Must be willing to work off-shift and weekend hours, depending upon the program or project to which assigned. Must be fingerprinted for submission to the California Department of Justice in order to work with children.

Physical Demands:

Must possess mobility to work in an recreation/office setting and use standard office equipment, including a computer; strength to lift and carry office and recreation materials weighing up to 35 pounds and to reach and stoop to participate in recreational activities; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone.