

RECREATION SUPERVISOR

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the classification. Class specifications are not intended to reflect all duties performed within the job.

DEFINITION

Under general direction, assists the Parks & Recreation Director in developing, planning, scheduling, supervising and administering a wide variety of recreational activities designed to meet the recreation needs of the community; may direct and evaluate staff and perform related work as assigned.

CLASS CHARACTERISTICS

The Recreation Supervisor is a professional level classification expected to oversee the daily operations of the department or a major functional area with only general direction from a Manager or Director. Incumbents may be assigned to varying work schedules and weekend work. General direction is provided by the Parks & Recreation Director. This position supervises lower level personnel that may include seasonal, temporary and regular employees.

EXAMPLES OF DUTIES

This class description lists the major duties and requirements of the job and is not all-inclusive. Not all duties are necessarily performed by each incumbent. Incumbents may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.

- Provide training of temporary personnel;
- Assist in and oversee the development, planning, organization, promotion, supervision and evaluation of a broad and varied municipal recreation program for all ages and interests;
- Plan, organize, conduct and evaluate a broad program of recreation activities for all age groups and interests;
- Provide direct and indirect leadership for special group activities and instructional programs;
- Organize and supervise youth and adult sport activities and youth/teen enrichment programs;
- Organize and conduct special activity days, special events, holiday programs, trips and tournaments, etc.;
- Collect and account for fees and charges;
- Prepare reports;
- Requisition supplies;
- Maintain files and records;
- Obtain and manage staff, facilities, equipment and supplies in each program or activity assigned;
- Assist in preparing annual budgetary information related to recreational programs, activities, services and facilities;
- Performs related duties as assigned.

ESSENTIAL POSITION FUNCTIONS

1. Mobility and manual dexterity to work in a standard office environment and use standard office equipment, stand and walk for extended periods, may occasionally work on slippery or uneven surfaces;
2. Vision to read handwritten and printed material and a computer screen;
3. Hearing and speech to communicate in person and by telephone;
4. Mobility to oversee staff and programs in the field; ability to lift and carry items weighing up to 20 pounds such as files, books or boxes of paper, and recreation equipment for distances up to 50 feet;
5. Working in exposure to various weather conditions.
6. Some accommodations may be made for some physical demands for otherwise qualified individuals who require and request such accommodations.

MINIMUM QUALIFICATIONS

Knowledge of:

Principles and practices of recreation; Principles of leadership and supervision; computer systems and applications; basic principles of budgeting and expenditure systems; methods and techniques in planning, organizing, directing, conducting, promoting and evaluating recreation programs and activities for all age groups; recreation hazards, effective safety regulations, precautions and first aid; modern office methods and procedures; safe driving and work practices.

Ability to:

Supervise and direct the activities of personnel and volunteers; develop and recommend effective methods of implementing new and innovative recreation programs; prepare reports and correspondence; operate effectively under deadlines; recognize, prioritize and accomplish needed tasks; make independent decisions and judgment; establish and maintain respectful, effective and cooperative working relationships with those contacted in the course of work; communicate effectively, orally, electronically and in writing; use a personal computer and job related software and promote a customer service focus in forging cooperative public relations.

Education and Experience:

Any relevant combination of education and experience that would demonstrate the knowledge, skills, and abilities outlined above is qualifying. A typical way to gaining the knowledge, skills, and abilities is: Graduation from an accredited college or university with significant coursework in recreation; or a closely related field. In addition, coursework in management/supervisory skills is desired. Two years of increasingly responsible experience in developing and supervising a variety of recreation programs.

Licenses and Certificates:

Possession of a valid California Class C driver's license. Individuals who do not meet this requirement due to physical disability will be reviewed on a case-by-case basis. Must be able to obtain a State of California First Aid/CPR Certificate within six (6) months from date of hire.