



RECREATION SUPERVISOR

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

DEFINITION

Under general direction, supervises, plans, develops, organizes and implements a variety of recreational classes, special events, sports programs, and other related activities; prepares and presents a variety of oral and written reports; maintains a variety of records and files; may operate and administer one or more community center facilities; and performs related work as assigned.

CLASS CHARACTERISTICS

This is a single position, first-level supervisory class. Incumbents of this class have the primary responsibility for staffing and overseeing major elements of the District recreation programs to include planning, coordinating, administering, supervising, and evaluating groups of programs (e.g., sports). Oversees contractual services in recreational class programming, special events, community center operations and planning. Incumbents meet and interact with members of the community in order to accurately perceive and respond to the recreational and community service needs of community locations, groups and/or individuals.

ESSENTIAL FUNCTIONS

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

- Plans and evaluates the performance of assigned recreation staff; establishes performance requirements and personal development targets; regularly monitors performance and provides coaching for performance improvement and development; recommends disciplinary action to address performance in accordance with District personnel policies.
- Recommend and assist in the implementation of goals and objectives; establish schedules and methods for community center activities; and implement policies and procedures.
- Oversees the planning, development and promotion of recreation classes, special events, and other related activities based on local community needs and requests; ensures that programs/activities are provided in compliance with established plans and/or contractual agreements.

- May operate and oversee the day-to-day activities of one or more community center facilities; ensures that facilities are clean, safe, and accessible; arranges for facility maintenance and/or repairs as needed.
- Supervises, directs and reviews athletic and sports programs; evaluates recreation and sports programs for public acceptance and effectiveness.
- Meets with community and civic groups to explain programs; interprets recreation service to the public and participates in community meetings and organizational planning.
- Recruits and hires part-time Recreation Leaders, contracted instructors, and/or volunteers for various classes; monitors classes and instructors to ensure that recreation programs meet customer service and quality standards.
- Supervises, trains and directs the work of assigned staff, including Recreation Leaders, contracted instructors, and/or volunteers.
- Maintains class and participant information in an automated data system; runs periodic reports as requested by management; evaluates data and notes trends; researches issues and concerns and makes recommendations for changes as appropriate.
- Evaluate operations and activities of community centers; recommend improvements and modifications; prepare various reports on operations and activities..
- Researches other agencies to ensure that assigned District recreation programs are competitive in both quality and price; evaluates fees and prepares recommendations for establishment or revision.
- Maintains program and/or facility budgets, tracking revenues and expenditures, and projecting future fiscal needs.
- Schedules and maintains monthly calendars of activities.
- Attends Parks and Recreation Committee, Board of Directors, and other meetings as assigned; participates on task forces; prepares and presents agenda items as required; provides reports, statistics, and program/project updates as requested.
- Maintains forms and records; ensures that programs comply with budgetary requirements.
- Writes reports, business correspondence and procedure manuals; presents program information to, and responds to questions from, groups of managers, clients, customers and the general public; responds to requests for information and complaints, and resolves problems.
- Performs varied general office support duties such as typing correspondence and reports, processing outgoing mail, filing, making copies, and providing general District related information.
- Performs related duties and responsibilities as required.

QUALIFICATIONS GUIDELINES

Knowledge of

- Modern principals, practices, and techniques associated with the planning and implementation of recreation and community service activities.
- Theories, principles, procedures, standards, practices, information sources and trends in the field of recreation programs.
- The principles of employee supervision, evaluation and training.
- Local community service agencies, organizations, programs and activities.
- Codes and regulations applicable to recreation work in a public agency.
- Administrative research methods and procedures.
- Basic principles of facility management.
- Techniques of making effective presentations.
- Methods of effective and organized record keeping.
- Principles of written English including proper grammar, punctuation, spelling and vocabulary.
- Safe work methods and safety regulations pertaining to recreation work.
- Basic mathematics, including addition, subtraction, multiplication and division.

Ability to

- Plan, organize, assign, review and evaluate the work of a large number of part-time staff
- Represent the District effectively in meetings with commissions, community groups, governmental bodies, the media, and the public.
- Oversee, administer and manage a variety of programs and projects.
- Prepare a variety of reports and presentations.
- Research, collect, analyze, interpret and explain information related to community service programs, activities and facilities
- Operate a computer and standard business software, including word processing, database and spreadsheet programs.
- Use mathematics as necessary to tabulate numerical data, establish accurate measurements, (e.g., distance and volume), and make flow calculations.
- Prepare a variety of complex documents and reports.
- Ensure the effective utilization of time, materials and equipment in assigned functions.

- Work independently to prioritize work and meet deadlines.
- Respond to emergency and problem situations in an effective manner.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those encountered during the course of the work.

Education

Graduation from an accredited four-year college or university with a major in recreation administration, sociology, public administration or a closely related field.

Experience

Four years of increasingly responsible experience leading recreation programs and activities in a public agency setting involving budget and program development responsibilities, including at least one year of supervisory experience.

Licenses/Certificates

- Possession of a valid California driver's license, Class C or higher, is required.
- Possession of, or ability to obtain, certification from District-provided CPR/First Aid training is required.

Physical Requirements

The following abilities are considered necessary to successfully perform the essential functions of this class; however, applicants who request accommodation will be considered on a case-by-case basis.

Ability to: communicate orally, in person and by telephone, in face-to-face, one-to-one, and group settings; sit for extended periods of time; have hearing and vision within normal ranges; carry, push, reach and lift repeatedly up to 25 pounds; occasionally stoop, kneel or crouch; apply sufficient manual dexterity to operate office equipment, including a computer keyboard; occasionally walk on uneven terrain and work in an outdoor environment with possible exposure to harsh weather conditions, dust, and noise.

FLSA: Exempt
Range: 127
Union: Non-Represented
Reviewed: May 25, 2011