

RECREATION SUPERVISOR

DEFINITION

To plan, organize, direct and supervise program development of recreation, active adult and senior services, and special event and facility use operations within the Community Services Department; to coordinate assigned activities with other divisions; and to perform a variety of technical tasks relative to assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Recreation Manager.

Exercises direct supervision over assigned professional, technical, and administrative support staff.

EXAMPLES OF ESSENTIAL DUTIES - Duties may include, but are not limited to, the following:

Recommend and assist in the implementation of goals and objectives; establish schedules, methods and program development for facility use, recreation activities and a variety of special events for the department; implement policies and procedures.

Plan, prioritize, assign, supervise and review the work of staff involved in facility use functions, special events and recreation activities within the Community Services Department.

Evaluate operations and activities of assigned responsibilities; recommend improvements and modifications; prepare various reports on operations and activities.

Participate in budget preparation and administration; prepare cost estimates for budget recommendations; monitor and control expenditures.

Recruit, interview, and select staff; provide or coordinate staff training; conduct performance evaluations; work with employees to correct deficiencies; implement discipline procedures.

Monitor recreational trends; develop and lead activities, classes and programs; recruit and oversee contract instructors who provide a variety of programs and classes including youth and adult sports classes and leagues and senior activities.

Recommend fees and rental rates for recreational programs and facilities usage; prepare contracts, grant applications, joint use agreements, and related documents; receive, review and approve or deny special event applications, reservation requests and permits.

Provide oversight of day-to-day programs and operations, scheduling, facility booking, rental and lease agreements and safety protocols and compliance with fire, safety and ADA requirements

for use of the Community Center, Senior Center, aquatics program and Swim Center, and other facilities of the City.

Oversee, design or coordinate promotional materials and community outreach including seasonal brochures, flyers, and ads and social media outreach to market special events, senior activities, youth and adult recreational and sports programs and related activities.

Answer questions and provide information to the public; investigate complaints and recommend corrective action as necessary to resolve complaints.

Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.

Foster an environment that embraces diversity, integrity, trust, and respect.

Be an integral team player, which involves flexibility, cooperation, and communication.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Principles and practices of recreational program planning, oversight and coordination including a variety of sports programs, recreational activities, and/or activities and services for active adult and seniors.

Equipment, tools and materials used in a variety of recreational and sports programs and activities.

Principles and practices of supervision, training and performance evaluations.

Principles and practices of budget monitoring.

Principles and practices of safety management.

Pertinent local, state and federal laws, ordinances and rules.

Ability to:

Organize, implement, direct and lead recreational operations, programs, classes and other activities of the Community Services Department.

On a continuous basis, know and understand all aspects of the job; intermittently analyze work papers, reports and special projects; identify and interpret technical and numerical information; observe and problem solve operational and technical policy and procedures.

On a continuous basis, sit at desk for long periods of time; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone, write or use a keyboard to communicate through written means; and lift or carry weight of 35 pounds or less.

Interpret and explain pertinent City and department policies and procedures.

Assist in the development and monitoring of an assigned program budget.

Supervise, train and evaluate assigned staff.

Develop and recommend policies and procedures related to assigned operations.

Establish and maintain effective working relationships with those contacted in the course of work.

Work with various cultural and ethnic groups in a tactful and effective manner.

Communicate clearly and concisely, both orally and in writing.

Experience and Training

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Experience:

Three years of increasingly responsible experience in recreation programming, including one year providing technical and functional supervision over assigned personnel.

Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in recreation, education, physical education, or a related field.

License and Certificate

Failure to obtain or maintain such required license(s) may be cause for disciplinary action.

Possession of a valid California Class C Driver License may be required at the time of appointment. Individuals who do not meet this requirement due to a physical disability will be considered for accommodation on a case-by-case basis.

Possession of, or ability to obtain, a First Aid/CPR certificate.