



JULY 2016
FLSA: EXEMPT

RECREATION SUPERVISOR

DEFINITION

Under general direction, plans, schedules, assigns, and reviews the work of recreation, social services, and cultural and athletic staff responsible for providing a variety of recreation and community programs, services and activities, including preschool programs, youth after-school programs, summer camp, youth special events, parent volunteer groups, food programs, youth and adult sport leagues, youth and adult program classes, and managing fields and facilities; performs a variety of technical tasks and professional work relative to the assigned area of responsibility; provides professional staff support to the Community Services Director; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Community Services Director or Assistant Community Services Director. Exercises direct supervision over assigned staff.

CLASS CHARACTERISTICS

This is the full supervisory-level class in the Community Services classification series. Responsibilities include planning, organizing, supervising, reviewing, and evaluating the work of recreation, social services, and cultural and athletic staff either directly or through coordinators. Performance of the work requires the use of considerable independence, initiative and discretion within established guidelines. This class is distinguished from the Recreation Program Coordinator in that the latter is a coordinative class with a more narrow focus of program responsibilities.

EXAMPLES OF TYPICAL JOB FUNCTIONS (ILLUSTRATIVE ONLY)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Develops, plans, supervises, implements, and evaluates two or more recreation programs, activities, and/or systems at multiple sites; establishes schedules and methods for providing community and recreation services.
- Plans, organizes, assigns, supervises, and reviews the work of assigned staff in two or more recreation and community facilities, programs, services and activities, including aquatics, youth and adult sports, contract activities, community events, youth programs, recreation centers, child care and park facilities.
- Implements goals, objectives, policies, and priorities for assigned services and programs; identifies resource needs; researches, recommends, and implements policies and procedures, including standard operating procedures for assigned facilities.
- Evaluates employee performance, counsels employees, and effectively recommends initial disciplinary action; assists in selection and promotion.
- Determines and recommends equipment, materials, and staffing needs for assigned facilities, projects and programs; participates in annual budget preparation; prepares detailed cost estimates with appropriate justifications, as required.

- Assesses the condition of facilities, ensures participant safety and requests and monitors maintenance work projects for assigned facilities; monitors and controls supplies and equipment; orders supplies and materials as necessary.
- Supervises and oversees the effectiveness of program operations, activities, facilities maintenance, and community events and recommends improvements or modifications.
- Provides administrative support to the Community Services Director or Assistant Community Services Director, such as conducting research, performing special projects, developing reports, compiling statistics, and assisting in the administration of contracts and agreements.
- Receives and responds to public inquiries about program offerings; promotes public awareness of available services; assists the public in program registration; ensures excellent customer service is provided to the public.
- Evaluates community recreation, social services, and cultural and athletic needs and interests; prepares community surveys; analyzes data and recommends new programs or improvements to meet community needs.
- Develops, maintains and reviews staff, financial, and statistical reports related to grants, program participation and analysis, expenditures and revenues.
- Coordinates and collaborates with other departments, agencies and organizations in program and event planning and implementation as appropriate.
- Prepares a variety of reports on program activities to external agencies as required.
- Represents the department in various City and community meetings as required.
- Establishes and maintains records of department activities in areas of responsibility.
- Participates in ensuring compliance with relevant health, safety, and licensing laws and guidelines; maintains and updates all records required by Federal, State and local regulatory agencies.
- Supervises the preparation of and executes program publicity brochures, press releases, flyers, forms and electronic and social media.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of

- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, discipline, and the training of staff in work procedures.
- Principles and practices of recreation and community service program development and administration, including program implementation, review and evaluation, budgeting and purchasing.
- Principles, practices, and service delivery needs related to facility rentals, classes and community events.
- Procedures for planning, implementing, and maintaining a variety of education, recreation and leisure activities and programs through community participation.
- Recreational, cultural, age-specific, and social needs of the community.
- Principles and practices of customer service.
- Methods and techniques of developing safe work and play practices.
- Applicable Federal, State and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Principles and practices of contract administration and evaluation.
- Principles and practices of public relations and the use of multiple methods to communicate program information, including social media.
- Principles and procedures of record-keeping and report preparation.

- Modern office practices and methods including computer equipment and software programs relevant to the work performed.
- English usage, spelling, vocabulary, grammar and punctuation.
- Techniques for effectively dealing with individuals of various ages, various socio-economic and ethnic groups, and effectively representing the City in contacts with the public.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors and City staff.

Ability to

- Develop and implement departmental and program goals, objectives, practices, policies, procedures and work standards.
- Supervise, train, plan, organize, schedule, assign, review, and evaluate the work of staff, contractors and volunteers.
- Interpret, apply, explain, and ensure compliance with applicable Federal, State and local policies, procedures, laws and regulations.
- Understand, interpret, and successfully communicate pertinent department policies and procedures.
- Ensure the provision of quality customer service in program areas.
- Identify problems, research and analyze relevant information, and develop and present recommendations and justification for solutions.
- Develop, plan, coordinate, and implement a variety of recreational, social services, and cultural and athletic programs and facilities suited to the needs of the community.
- Prepare and monitor program budgets.
- Participate in negotiation and administration of contracts.
- Prepare clear and concise reports including staff reports, correspondence and other written materials.
- Make accurate business mathematic and statistical computations.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities and meet critical time deadlines.
- Effectively communicate both verbally and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

EDUCATION AND EXPERIENCE

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

- Equivalent to graduation from an accredited four-year college or university with major coursework in recreation administration, physical education or related field.
- Four (4) years of increasingly responsible recreation administration or program experience, two (2) of which should be in a supervisory capacity.

LICENSES AND CERTIFICATIONS

- Possession of a valid California driver's license and a satisfactory driving record. Depending on assignment, may be required to acquire a Class II California Operator's License.
- Depending on assigned area, may be required to possess appropriate child care certification.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and to visit various City and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups and over the telephone. Program assignments may be inside or outside, and may require extended walking, or standing to observe program activities. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment.

Program activities may require sitting, standing, walking on level and slippery surfaces, reaching, twisting, turning, kneeling, bending, stooping, squatting, crouching, grasping and making repetitive hand movement in the performance of daily duties; the need to lift, carry and push tools, equipment and supplies weighing on average 25 pounds, and on a more infrequent basis 60 pounds is also required, in all cases with the use of proper equipment.

ENVIRONMENTAL ELEMENTS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees assigned to outdoor activities work in all weather conditions, including exposure to inclement weather conditions and fluctuating temperatures; positions assigned to aquatic programs may be exposed to pool chemicals and related fumes. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.