



## RECREATION SUPERVISOR

### **Definition:**

Under the direction of the Parks and Recreation Director, organizes, supervises, and conducts overall recreational program activities at one facility for the community or provides highly responsible leadership in a specialized program area.

### **Essential Job Duties:**

The following tasks are essential for this position. Incumbents in this classification may not perform all of these tasks, or may perform similar related tasks not listed here.

1. Supervises the day-to-day operations of the Fitness Center, Senior Center, Teen Center, sports programs, or contract classes.
2. Plans, organizes, and directs community-wide recreation programs involving classes, day camps, excursions, facility special events, and other recreation programs.
3. Inspects facilities to ensure they are ready for their intended use and
4. Maintains facility use security and safety.
5. Evaluates program attendance, participant responses and costs; maintains related records and prepares reports; and makes recommendations regarding the continuance or cancellation of programs.
6. Requisitions and maintains an inventory of recreational equipment, supplies and materials and controls their use.
7. Schedules, supervises, trains, and evaluates subordinates.
8. Recruits contract instructors and volunteers.
9. Advises, and otherwise assists, the Parks and Recreation Director, Recreation Superintendent, and other City personnel regarding recreation program issues.
10. Participates in the production of the recreation brochure.
11. Acts as liaison to advisory committees, community residents and City administration.
12. Assists with the preparation, evaluation, and monitoring of program budgets.
13. Develops, produces, and distributes publicity and promotional material for programs, activities and special events, speaking to community groups and schools to promote participation in scheduled activities as needed.
14. Performs other related duties as required.

### **Minimum Knowledge, Skill and Ability:**

#### **Knowledge of:**

- Principles, techniques, operations, maintenance, and equipment of public recreation.
- Program coordination, marketing, and customer service.
- Programming recreational activities.
- Record keeping and reporting procedures.
- First aid practices and techniques.
- Principles of management, supervision, training, performance appraisal and budgeting.

**Skill and Ability to:**

- Maintain effective working relationships with participants, community groups, co-workers, and the public.
- Prepare clear, concise reports and maintain records.
- Operate a personal computer and related software proficiently, such as graphics, spreadsheets and registration.
- Use excellent telephone, written, and interpersonal communication skills.
- Organize, work with, and secure effective cooperation of all age groups.
- Achieve results through work planning, implementation and follow-up.
- Participate in recreational and social activities within a flexible work schedule.
- Communicate clearly and concisely both orally and in writing.
- Create and implement new concepts in programs and activities.
- Plan, organize, develop, coordinate and supervise a facility and/or recreational program.
- Supervise, train, and evaluate subordinates.

**Training and Experience:**

Any equivalent combination of training and experience that provides the required knowledge, skills, and abilities could be considered qualifying. A typical way to obtain the knowledge, skills, and abilities would be a B.A./B.S. degree from an accredited college or university with major course work in recreation administration, physical education, or a related field with two years of experience developing and implementing recreation programs and supervising subordinate staff.

**Licenses and Certificates:**

Possession of a valid California driver's license, live-scan fingerprinting clearance, and current First Aid and CPR certifications are required by the date of hire. *For Fitness Center position, possession of a WSI card and related water safety and pool management certificates are desirable.*

**Physical Requirements and Working Conditions:**

- May be required to work evenings, weekends, or holidays.
- Requires vision (which may be corrected) to read small print.
- Requires the mobility to stand, stoop, reach and bend. Require mobility of arms to reach and dexterity of hands to grasp and manipulate small objects.
- Requires the ability to stand for long periods.
- Performs lifting, pushing and/or pulling which does not exceed 50 pounds and is an infrequent aspect of the job.
- Subject to inside and outside environmental conditions.
- May be required to use personal vehicle in the course of employment.
- May be required to attend periodic evening meetings and/or to travel within and out of City boundaries to attend meetings.
- May be required to work at a video display terminal for prolonged periods.