

RECREATION SUPERVISOR

DEFINITION

To organize, implement, supervise, coordinate, staff, promote and evaluate assigned recreation programs and community services.

SUPERVISION RECEIVED AND EXERCISED

General direction is provided by the Recreation Program Manager; responsibilities include direct supervision of subordinates.

EXAMPLES OF DUTIES

The following are typical illustrations of duties encompassed by the job class; not an all-inclusive or limiting list:

ESSENTIAL JOB FUNCTIONS

Organize, implement, supervise and evaluate comprehensive recreation programs and community services. Supervise, train and evaluate staff; assist in the selection process of program staff. Prepare and maintain rosters, procedural manuals and other related program and service records. Identify community needs for recreation programs and community services. Secure supplies, equipment and materials used in programs and services. Monitor and authorize expenditures of program budget; prepare check requests and other expenditure documents. Assist with the development of the program operating budget. Develop promotional material for programs; including news releases and flyers. Receive, investigate and respond to inquiries, complaints and requests. Regular and consistent attendance.

OTHER JOB FUNCTIONS:

Interpret regulations, policies, laws and codes to staff and public. Address recreation, community and special interest committees as assigned. Conduct, attend and participate in all assigned staff meetings. Assist with the preparation of grant proposals. Develop and negotiate contracts when necessary. Serve, as assigned, as staff to special interest groups. Schedule use of facilities. Make policy and procedure recommendations to the Recreation Program Manager. Issue facility keys to staff and users; maintain a key log. Serve as Acting Recreation Program Manager as assigned. Perform other job related duties as assigned by the supervisor.

QUALIFICATIONS

Knowledge of:

General philosophy, principles and practices of public recreation and community services programs. Specific principles, practices and methods of recreational program development and supervision. First aid methods and safety precautions related to assigned recreational programs and facilities. Principles of organization, supervision, purchasing and budgeting. Community resources related to the development of recreation programs and community services.

Skill to:

Communicate clearly and concisely, both orally and in writing. Supervise, train and evaluate assigned staff. Establish and maintain effective work relationships with those contacted in the performance of required duties. Organize, implement, supervise, promote and evaluate recreation programs and community services. Interpret and implement department policies. Develop and maintain support for programs and services from the community and local organizations. Operate office equipment; including computer and photocopy machine.

Ability to:

Meet the physical requirements necessary to safely and effectively perform the assigned duties.

Minimum Education and Experience

Education:

Bachelor's Degree from an accredited college or university with major course work in recreation or a related field.

Experience:

Two years of increasingly responsible experience in a recreation and/or community services, including supervisor experience.

License or Certificate:

Required upon hire, possession of a valid California Driver's license. Required within six (6) months of hire, possession and maintenance of a current American Red Cross First Aid Certificate or equivalent, and a current American Red Cross Community CPR Certificate or equivalent.

.Council Action: 9/6/2005