

RECREATION SUPERVISOR

DEFINITION

Under general supervision, plans, organizes, coordinates, and provides direction and oversight for recreation or special events programs and facilities; supervises programs which may include: youth programs, adult programs, special interest classes, and community events; provides administrative support and program assistance to the Director of Parks and Recreation; fosters cooperative working relationships with various public and private groups; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Director of Parks and Recreation. Exercises technical and functional supervision over and provides training to staff, contractors, and volunteers.

CLASS CHARACTERISTICS

This is a journey-level class that has supervisory, program coordination, administrative, and/or day-to-day operational responsibilities. Incumbents are responsible for supervising, coordinating, and participating in recreation and special events programs to ensure that City facilities, programs, activities, and services are safe and effective and provide the highest level of customer satisfaction to the public. Responsibilities include inspecting and planning, scheduling, and directing recreation and special events program operations, activities, and services in a timely manner. This class is distinguished from the Director of Parks and Recreation in that the latter has overall responsibility for all functions of the department and for developing, implementing, and interpreting public policy.

EXAMPLES OF ESSENTIAL 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.

- Plans, organizes, assigns, supervises, and reviews the work of assigned staff, contractors, and volunteers in assigned programs, services, and activities, including youth programs, adult programs, contract activities, and community events; administers multiple recreation and community programs and community events.
- Participates in the development and implementation of goals, objectives, policies, and priorities for assigned programs; identifies resource needs; recommends and implements policies and procedures, including standard operating procedures for assigned programs and facilities.
- Assists in the recruitment and selection of staff, contractors, and volunteers and provides recommendations; provides supervision, training, orientation, and guidance to assigned staff, contractors, and volunteers; prepares weekly and daily schedules; provides input and provides documentation for performance evaluations.
- Develops, plans, supervises, implements, and evaluates assigned programs, activities, and/or events; establishes schedules and methods for providing community and recreation services.
- Estimates costs of supplies and materials; orders supplies and materials for programs and activities; maintains records of purchase orders; assists in developing budget figures for assigned programs; monitors expenditures and revenues.
- Works with community groups, educational institutions, private businesses, and residents in the development and coordination of recreation and special events programs; evaluates community needs

- and interests; prepares community surveys; analyzes data and recommends new recreation programs or improvements to meet community needs.
- Acts as a representative to patrons and residents regarding questions, problems, concerns, and activities in the provision of program operations, activities, and services.
 - Supervises rental of City facilities, including scheduling, developing use agreements, and collection of rental fees.
 - Develops, monitors, and tracks sponsorships and partner opportunities; develops sponsorship proposals; maintains contacts and negotiates with vendors.
 - Assists with development of recreation and events contract administration.
 - Develops, maintains, and reviews staff, financial, and statistical reports related to program participation and analysis, expenditures, and revenues.
 - Develops, designs, and distributes marketing materials for assigned programs, including brochures, flyers, newsletters, and other materials; maintains and updates informational kiosk and websites as needed.
 - Coordinates development of the Community Magazine; solicits and secures advertisers; writes articles; designs layout; coordinates publishing and distribution, including selection of print services.
 - Oversees processing and approval of rental, permit, and registration applications; ensures accurate record keeping for program receipts.
 - Provides administrative support to the department, such as conducting research, performing special projects, developing reports, or compiling statistics.
 - Participates in ensuring compliance with relevant health, safety, permitting, and licensing laws and guidelines; maintains and updates all records required by Federal, State, and local regulatory agencies including ensuring compliance for insurance and liability coverage.
 - Monitors the proper and safe use of program facilities by the general public; patrols recreational facilities to ensure adherence to rules and ordinances; interprets and applies policies, procedures, laws, codes, and regulations; assists in education about the enforcement of rules and regulations.
 - Maintains accurate records of services and activities, including recreation schedules, program participation and analysis, revenues, expenditures, grants, contract programs, accidents, and vandalism.
 - Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Procedures for planning, implementing, and maintaining a variety of recreation and special events activities and programs.
- Principles and practices of recreation and special events program development, implementation, review, and evaluation.
- Recreational, cultural, age-specific, and social needs of the community.
- Recreation site management and oversight.
- Basic principles of employee and volunteer supervision and training.
- Principles and practices of program administration, including budgeting, purchasing, basic supervision, and public relations techniques.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to the program area(s) and facilities to which assigned.
- Applicable safety precautions and procedures related to the program area(s) and facilities to which assigned.
- Business arithmetic and statistical techniques.
- Principles and procedures of record keeping, cash handling, and report preparation.
- Modern office practices, methods, and computer equipment and applications related to the work.
- English usage, grammar, spelling, vocabulary, and punctuation.

- Techniques for effectively representing the City in contacts with community groups, various business, professional, educational and regulatory organizations, and the public.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.

Ability to:

- Plan, oversee, coordinate, review, and evaluate program operations and activities, as well as staff, contractors, and volunteers.
- Plan and prepare recreation activity schedules, staffing schedules, reports, and other related program materials.
- Understand the organization and operation of programs and facilities necessary to assume assigned responsibilities.
- Assist in developing and implementing goals, objectives, practices, policies, procedures, and work standards.
- Interpret, apply, explain, and ensure compliance with applicable Federal, State, and local policies, procedures, laws, and regulations.
- Recommend and administer program and project budgets after approval.
- Prepare clear and concise reports, correspondence, and other written materials.
- Establish and maintain a variety of filing, record keeping, and tracking systems.
- Make accurate business arithmetic and statistical computations; accurately process cash transactions.
- 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.
- Operate modern office equipment including computer equipment and specialized software applications programs.
- Use English effectively to communicate in person, over the telephone, 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, public or business administration, or a related field and three (3) years of responsible recreational programming experience.

Licenses and Certifications:

- Possession of, or ability to obtain, a valid California Driver's License by time of appointment.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office and/or recreational facility setting and use standard office and/or recreation equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. Must possess the physical stamina to lift and move tables and chairs, arrange facilities for community events, recreational activities, and/or meetings. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, climb, and walk on uneven surfaces to participate in

recreational and special events activities; and push and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 30 pounds.

ENVIRONMENTAL ELEMENTS

Employees primarily work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may work in the field and are occasionally exposed to loud noise levels, cold and/or hot temperatures, inclement weather conditions, and dust, fumes, and/or allergens. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

WORKING CONDITIONS

May be required to work a varied schedule of hours, which may include early mornings, evenings, weekends, and holidays, at a variety of City facilities.