

RECREATION SUPERVISOR

DEFINITION

Under general direction, plans, organizes, promotes, implements, coordinates and supervises assigned staff and a variety of recreation programs and services for groups and individuals; develops, administers, and evaluates a wide range of recreation programs/activities; organizes special events; performs related duties as required.

CLASS CHARACTERISTICS

The Recreation Supervisor is a single position classification that reports to the Director of Parks and Recreation and is responsible for managing the Recreation Division of the department. The incumbent of this class performs increasingly responsible professional work and is required to exercise independent judgement in carrying out program responsibilities and activities.

ESSENTIAL FUNCTIONS

These functions may not be present in all positions in multiple position classes. When a position is to be filled, the essential functions will be noted in the announcement of position availability.

Plans, develops, organizes, evaluates and supervises leisure time activities for participants from preschool to advanced age groups, and annual calendar of community programs; analyzes trends in recreation and human services programming, community attitudes, programs being offered, program requests, socio-economic issues, population age groupings, and other factors in program planning.

Supervises the collection and accounting of money for class registrations; submits purchase requisitions; prepares budget recommendations for the allocation of personnel, equipment, and supplies for program activity areas; maintains inventories of program supplies and equipment.

Attends meetings; meets with various professional and community groups to promote recreational and leisure activities; may represent the City at various community meetings.

Determines personnel, equipment, and material needs for program activities; recruits, schedules and trains volunteers; assigns, schedules and supervises the work of part-time, temporary and full-time staff; develops comprehensive plans to satisfy future needs of department services.

Conducts special studies as assigned by the Director of Parks and Recreation and submits related reports; prepares division budget and monitors expenses.

Selects employees; develops and establishes work methods and standards; conducts or directs training and development; reviews and evaluates employee performance and initiates disciplinary action.

Solicits and develops fund raising programs; collaborates with local businesses in development of annual donor campaigns; maintains library of current funding resources for staff/volunteer reference; assists staff with proposal planning, collaboration, time lines, writing and editing of proposals and post-funding activities.

Directs creation of promotional brochures, posters, letterhead, flyers, invitations and releases; makes presentations to small or large community groups.

Coordinates administrative functions of the department, ensures that office has sufficient coverage; processes purchase orders; maintains liaison with Human Resources relating to a variety of personnel related matters; process time cards; develops the recreation division budget.

QUALIFICATIONS GUIDELINESEducation and/or Experience

Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary for satisfactory job performance. Example combinations include a bachelor's degree in recreation, sociology, social sciences or fine arts or related field and four years of full-time experience in recreation programs; and some experience in a supervisory capacity.

Knowledge Skills, and Abilities

Considerable knowledge of budgeting and personnel management; principles of supervision; methods for identifying community needs; principles of research, statistical analysis and report preparation; the theories, principles, practices and programs common to the field of recreation and leisure services; community center operations and management; planning and evaluating recreation and leisure activity programs;

Ability to communicate clearly and concisely, both orally and in writing; effectively work with people of varied socio-economic standing; understand, explain and apply policies and procedures; operate a computer and use a variety of software; and deal constructively with conflict and develop effective resolutions.

Special Requirements

Possession of or ability to obtain a Class C California driver's license and a satisfactory driving record.

Receive satisfactory results from a background investigation and fingerprint screening.

PHYSICAL PROFILE: II, 2, 4,5,6,7,8,13,18,20

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