

RECREATION SUPERVISOR

DEFINITION

This classification is responsible for planning, organizing, marketing, and directing the City's year-round recreation, community, and social services programs, and for contributing to the planning of various City-wide special events.

SUPERVISION EXERCISED AND RECEIVED

Supervises Recreation Coordinators and the full-time and part-time recreation staff members and volunteers. Reports to the Parks and Recreation Director.

ESSENTIAL AND IMPORTANT DUTIES

- Carefully plans the delivery of recreation, community and social service programs. Ensures that required equipment, materials, and recreation staff are available at the proper time to support program operations.
- Analyzes the demand for programs, projects program costs, and determines the extent to which fees will be required to support delivery of the programs. Ensures plans integrate the program objectives set by the Parks and Recreation Director and maximize user satisfaction within budget constraints. Establishes positive working relations with the community and deals with the public in a courteous and effective manner.
- Solicits participant input to gauge participant reaction to program quality. Uses evaluation results and past program experience to plan new programs. Effectively plans programs that are convenient to users and participants to promote high levels of attendance and facility use.
- Maintains a competent and motivated work force by exhibiting leadership skills and by maintaining continual supervisory contact with his/her subordinates and volunteers. Objectively and constructively evaluates their performance, promptly apprising them of how well they are performing and/or in what specific areas they should seek improvement.
- Accurately collects and maintains statistics, attendance reports, and activity records. Submits a quarterly performance report to the Parks and Recreation Director on activity workload and work results.
- Provides timely and detailed input to the Parks and Recreation Director for the preparation of the budget, adequately documenting the amount and levels of service to be provided. Keeps expenditures within the limits set.
- Ensures that the revenue for recreation, community and social service programs is handled according to established management policies. Maintains effective control of supplies and materials used in activities in his/her area of responsibility.
- Effectively promotes and fosters public awareness of recreation as well as community and social service programs by appearing before community groups, developing news releases, and preparing brochures.
- Keeps current of changing needs within recreation and community and social service programs. Remains flexible in ensuring necessary modifications are made.
- Participates in City-wide special events and programs.
- Inspects recreation facilities to ensure they are safe for use by recreation program participants and they present a satisfactory appearance.
- Orders the necessary supplies and equipment for the provision of services and programs.

- Recruits, interviews and selects part-time and contractual employees for duty in a variety of recreation programs and activities.

OTHER JOB-RELATED DUTIES

The following duties are assigned on a position-by-position basis:

- Provides thorough and accurate information to the Parks and Recreation Commission by appearing periodically before the Commission to present and explain the service programs for which he/she is responsible.
- Schedules activities at the Adult Community Center, Burton Park Kiwanis Building, Laureola Park Recreation Center, and other City and private facilities.

JOB-RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of: Principles and techniques of recreation, instruction, and leadership of recreation activities; principles and techniques of supervision including but not limited to; program content of children, youth, adult, and senior classes, sports & fitness programs, and special events:-

Ability and Skills to: Instruct, train, and provide leadership to subordinates, volunteers, and recreation service participants; maintain accurate records; plan, implement and maintain the coordination of recreation programs; communicate clearly and concisely both orally and in writing. Establish, maintain and foster cooperative working relations with others contacted in the course of work; foster team work within the department.

EDUCATION AND TRAINING

Sufficient education and experience to satisfactorily perform the duties of this classification. A typical qualifying background would be three years of professional experience in recreation and a bachelor's degree from an accredited institution, with major course work in recreation, gerontology, or a related field.

SPECIAL REQUIREMENTS

Speak clearly and understandably; ability and dexterity to type and keep records; hear alarms, bells, voices and telephones; to read; to reach; to sit for extended periods of time. Willingness and ability to work flexible hours and overtime.

LICENSES, CERTIFICATES AND REGISTRATION

Possession of an appropriate California driver's license issued by the State Department of Motor Vehicles.