

Recreation Supervisor

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

SUMMARY DESCRIPTION

Under the general direction of the Recreation Superintendent, supervises and coordinates the planning, organizing, and implementation of a significant portion of the recreation programs offered within the Public Services Department's Recreation Division; supervises, assigns, reviews, and participates in the work of staff responsible for providing assigned recreation program services and activities; ensures work quality and adherence to established policies and procedures; and performs the more technical and complex tasks relative to assigned area of responsibility.

IDENTIFYING CHARACTERISTICS

The Recreation Supervisor is considered a supervisory level with responsibility for planning, coordinating and implementing significant recreation programs for the City. Positions in this class contribute to the overall management of the Recreation Division by participating in the development of policies and procedures, developing and implementing program goals and objectives while providing conformance to overall departmental goals and objectives, and participating in the development and monitoring of budgets. Positions in this class exercise considerable discretion and independence in coordinating assigned segments of the City's recreation programs. The Recreation Supervisor differs from the Recreation Coordinator in that the Recreation Supervisor is responsible for a large segment of the City's recreation programs and has administrative responsibility for assigned programs including budget control and evaluating progress of programs.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Coordinates the organization, staffing, and operational activities for assigned recreation programs, services and activities for various ages including but not limited to adult softball and basketball leagues, youth basketball leagues, summer programs, camps, and aquatic programs.
2. Participates in the development and implementation of goals, objectives, policies, and priorities for providing assigned recreation services; recommends and administers policies and procedures.
3. Identifies opportunities for improving service delivery methods and procedures; identifies resource needs; reviews with appropriate management staff; implements improvements.
4. Directs, coordinates, and reviews the work plan for assigned recreation services and activities; assigns work tasks, activities and projects to staff; monitors work flow and work activities; reviews and evaluates work products, methods, and procedures; meets with staff to identify and resolve problems.
5. Recruits, selects, trains, motivates, and evaluates recreation staff and volunteers; provides or coordinates staff training; works with employees to correct deficiencies; implements

discipline and termination procedures.

6. Participates in the development and administration of assigned program budget; forecasts funds needed for staffing, equipment, materials, and supplies; monitors and approves expenditures; recommends adjustments as necessary.
7. Maintains and reviews records related to program activities/events; prepares and submits a variety of reports and memoranda on related subjects.
8. Evaluates community needs and interests; prepares community surveys; ensures that facilities, programs, and activities are meeting changing needs of the community; recommends new recreation programs to meet community needs.
9. Serves as liaison with school districts, community agencies, and other organizations; consults with business, school officials, social and service groups and the public regarding programs and facilities; responds to and resolves difficult and sensitive inquiries and complaints from interested participants and community groups.
10. Supervises and/or assists with the design, preparation, and distribution of recreation publicity including press releases, brochures, pamphlets, flyers, and printed schedules.
11. Monitors and schedules the use of City recreation facilities by user groups; assists with or enforces established rules of facility use and participant conduct.
12. Researches, budgets for, requisitions, purchases, and inventories recreation, sports, and aquatics equipment, supplies, and awards.
13. Coordinates assigned recreation programs and activities with those of other programs, divisions, and outside agencies and organizations.
14. Attends and participates in professional group meetings; stay abreast of new trends and innovations in the field of recreation.
15. Assists in providing general administrative and clerical support duties in support of Department operations including answering phones, duplicating materials, preparing correspondence, registering participants for various programs, assisting in facility rentals, and providing general information to the public regarding City operations.
16. May open, close, and/or set-up facilities for scheduled functions.
17. Perform related duties as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

1. Operational characteristics, services, and activities of a comprehensive recreation program.
2. Procedures, methods, and techniques of recreation program development, implementation, administration, and promotion.
3. Recreational, cultural, and social needs for the community.
4. Techniques of assessing program needs.

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5. Techniques used in public relations and customer services practices.
6. Methods and techniques utilized in advertising and public information.
7. Standard program evaluation methods.
8. Basic methodology of organizing groups, programs, and services in the recreational setting.
9. Rules and equipment used in assigned recreation program area.
10. Methods and techniques of first aid and CPR.
11. Appropriate safety precautions and procedures within the area of assignment.
12. Principles and procedures of record keeping and filing.
13. Principles and practices of fiscal, statistical, and administrative research and report preparation.
14. Mathematical principles.
15. Principles of municipal budget preparation and control.
16. Principles of supervision, training, and performance evaluation.
17. Pertinent federal, state, and local laws, codes, and regulations.
18. Modern office procedures, methods, and equipment including computers and supporting software applications.

Ability to:

1. Develop, plan, promote, and implement varied recreation and leisure programs.
2. Promote programs or classes in assigned recreation area.
3. Prepare publicity concerning new or ongoing recreation offerings.
4. Elicit community and organization support for programs.
5. Recruit, select, train, and evaluate staff.
6. Supervise, direct, and coordinate the work of lower level staff.
7. Analyze and evaluate community needs and work with community organizations in developing recreation programs.
8. Understand community needs in a variety of recreation areas and evaluate activities according to those needs.
9. Identify methods to maximize service effectiveness and efficiency.
10. Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.

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11. Interpret and apply the policies, procedures, laws, and regulations pertaining to assigned programs and functions.
12. Respond to requests and inquiries from the general public.
13. Participate in the preparation and administration of assigned budget.
14. Operate office equipment including computers and supporting word processing and spreadsheet applications.
15. Prepare clear and concise schedules and reports. Maintain records and reports.
16. Supervise the scheduling, registration, and receipt and reconciliation of fees for large program activities.
17. Respond to emergency situations and administer first aid and CPR as necessary.
18. Demonstrate excellent customer relation skills.
19. Communicate clearly and concisely, both orally and in writing.
20. Establish and maintain effective working relationships with those contacted in the course of work.

Education and Experience Guidelines - *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Education/Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in parks and recreation administration, physical education, public administration, or a related field.

Experience:

Three years of increasingly responsible recreation program administration experience including some administrative and/or lead supervisory experience.

License or Certificate:

Possession of, or ability to obtain by date of appointment, an appropriate driver's license. Possession of certification in standard first aid and cardiopulmonary resuscitation is desirable. Depending on area of assignment, possession of other specialized certifications may be required.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment:

Work is performed in a standard office environment and at indoor and outdoor recreational facilities; travel to different locations; incumbents may be exposed to inclement weather conditions; work in or around water; work and/or walk on various types of surfaces including

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slippery or uneven surfaces; incumbents may be required to work extended hours including evenings and weekends.

Physical:

Primary functions require sufficient physical ability and mobility to work in an office and recreation facility setting; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; to travel to other locations using various modes of private and commercial transportation; and to verbally communicate to exchange information. Some program assignments may involve swimming, running, or other physical activities.

Vision:

See in the normal visual range with or without correction.

Hearing:

Hear in the normal audio range with or without correction.

Date Established:
Date Revised: June, 2004
Johnson & Associates