



Recreation Supervisor

Department/Division:	Parks and Recreation
Reports To:	Recreation Manager
Provides Direction To:	Recreation Coordinators, administrative support personnel and part-time recreational personnel
Date Updated:	July 13, 2022

GENERAL PURPOSE

Under general supervision this position plans, organizes and oversees recreation and community services programs, facilities, and special community events for youth, adults, seniors, and the community at large; and performs other duties as assigned.

DISTINGUISHING CHARACTERISTICS

This position is differentiated from the Recreation Coordinator by its larger planning and program responsibility for a broader range of recreational programs and special events, and scope of supervision exercised. This position reports to the Recreation Manager who has divisional accountability for all recreational programs and events, including full-time and part-time recreation, clerical and facilities staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this position. Each individual in the classification does not necessarily perform all the duties listed.

1. Develops, plans, schedules, implements, and evaluates on-going programs, facilities or special community events as assigned; coordinates co-sponsorship of events with community groups and businesses.
2. Supervises assigned special community events including logistical operations with internal departments and external partners.
3. Supervises part-time and full-time recreational and community services staff by participating in selection, training, coordination, and evaluation of work performance, staff development, and resolution of work problems.
4. Supervises proper use of department facility and registration software and maximizes its capabilities and trains staff on its functions.
5. Develops implements and monitors the promotion and publicity plan for programs, events, and special projects.

6. Supervises the Departments volunteer program including, recruitment, orientation, and placement for special community events and programs.
7. Makes recommendations and requests for repairs and improvements of recreation areas and facilities.
8. Acts as a liaison to the public; answers questions, and handles customer complaints not resolved at lower levels;
9. Ensures all staff in assigned area are informed and follow department policies and reports all incidents to superiors in accordance with established policy.
10. Prepares, monitors, and provides recommendations for Section program and special event budgets.
11. Conducts work tasks safely and in compliance with department safety standards.
12. Purchases supplies and equipment in accordance with purchasing procedures and maintains and monitors inventory.
13. Prepares agendas and minutes, monitors and provides recommendations to Senior Commission.
14. Work irregular shifts, evenings, weekends, and holidays as required.

QUALIFICATIONS GUIDELINES

Knowledge of:

Principles and techniques of supervision including training, performance evaluation, and discipline; facility management operations and techniques; customer service methods and techniques; general principles of budget preparation and control; purchasing procedures and inventory control; general procedures for ensuring public safety.

Ability to:

Plan, implement, and evaluate a variety of recreational and community services programs such as sports, aquatics, leisure enrichment activities, pre-school, youth, adult and senior programs; camps; special events; facility management and recreation brochure development; assign, review, plan, coordinate, supervise and evaluate the work of employees; communicate effectively orally and in writing; prepare records and reports; provide clear instruction and guidance on a day to day basis and plan schedules; understand community needs in a variety of recreation and community service areas and successfully implement activities according to those needs; correctly interpret and apply general administrative and department policies and procedures.

Education/Training/Experience:

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities. A typical way to obtain the knowledge and abilities would be:

Education: Bachelor's degree from an accredited college or university in Recreation, Human Services, Social Work, or other closely related field to the program area(s) assigned.

Experience: Four or more years of recreation/community services and facility management including supervisory or leadership experience.

Licenses/Certificates/Special Requirements:

Valid Class C California driver's license, acceptable driving record, and proof of insurance in compliance with the City's Vehicle Insurance Policy standards.

CPR and first aid certification and lifeguard management course as required for the position assignment and must be maintained through employment.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this job, the employee is regularly required to stand or walk; talk or hear, both in person and by telephone; use hands to finger, handle, feel or operate standard office equipment; and reach with hands and arms. The employee frequently walks and stands and occasionally lifts and carries records and documents that weigh 20 pounds or less. Specific vision abilities required by this job include close vision, color vision, and the ability to adjust focus.

Mental Demands

While performing the duties of this class, the incumbent is regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; use math and mathematical reasoning; perform work with constant interruptions; and interact with staff, vendors, officials and the public.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee works in both field and office settings where the noise levels are quiet to moderately loud, although normally under 85 decibels. The employee may provide direct support at recreational, sports, and special functions and events in which the noise level exceeds 85 decibels.