

RECREATION SUPERVISOR

DEFINITION

To plan, organize, direct, and supervise assigned recreation and related community services activities and programs and facility operations within the Recreation Division; and to perform a variety of technical tasks relative to assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from a higher-level manager.

Exercises direct supervision over assigned professional, technical, and support staff.

EXAMPLES OF ESSENTIAL DUTIES - Duties may include, but are not limited to, the following:

All Functional Areas:

Recommend and assist in the implementation of goals and objectives; establish schedules and methods for assigned recreation program activities and operations; and implement policies and procedures.

Plan, prioritize, assign, supervise and review the work of staff involved in the development and implementation of recreation programs.

Evaluate operations and activities of assigned responsibilities; recommend improvements and modifications; prepare various reports on operations and activities.

Participate in budget preparation and administration; prepare cost estimates for budget recommendations; submit justifications for staff, supplies, equipment, and services; monitor and control expenditures.

Participate in the selection of staff; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures.

Supervise assigned recreation programs which may include adult/youth sports, youth/teen services and pre-school/childcare, aquatics, senior services, cultural arts, and/or adaptive recreation; supervise operation of museum/interpretive facilities, sports centers, and community centers and associated concessions.

Create and supervise promotion of recreation programs and services through flyers, pamphlets, brochures, public service announcements and news releases; prepare current website information related to programs and services; organize and hold public events.

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Develop, plan, coordinate and implement special events.

Oversee planning and conducting of emergency drills, oversee safety of facilities, ensure off-site excursions meet safety and city liability requirements.

Coordinate the use and scheduling of recreation facilities by other agencies and private individuals; work with other city departments and divisions to ensure proper maintenance and safety of facilities to assigned program areas.

Determine and plan for part-time and seasonal hiring and volunteer needs; assist in recruiting, hiring, and training.

Assist in recruiting and overseeing volunteer services associated with facility operation; develop a comprehensive volunteer program.

Assist in the preparation of short- and long-term business and strategic plans as they relate to assigned activities.

Answer questions and provide information to the public; investigate complaints and recommend corrective action as necessary to resolve complaints.

Build and maintain positive working relationships with co-workers, other City employee and the public using principles of good customer service.

Perform related duties as assigned.

Youth Development Functional Area:

Oversee operations and activities of multiple before and after school licensed childcare sites.

Oversee planning of annual calendars of childcare activities and events; outline related lesson plans for the year.

Interact with local and State regulatory agencies regarding compliance with childcare licensing requirements and related health and safety matters; resolve related questions or concerns.

Develop program participant behavior and discipline guidelines and implement at assigned programs.

Ensure compliance with various funding source requirements, including submission of curriculum plans, theme development and follow-up reporting; ensure staff-to-participant ratio requirements are met.

Assist in determining and evaluating fees, charge, and tuition; oversee collection of fees and tuition.

Aquatics Functional Area:

Oversee operations and activities of multiple aquatic facilities.

Interact and manage contracts and agreements with partner and private organizations.

Oversee planning of activities such as, but not limited to, programs, swim lessons, public swim, events, maintenance, and rentals.

Oversee concession operations at aquatic facilities.

Assist in determining and evaluating fees.

Sports Functional Area:

Oversee operations and activities of multiple sports facility sites.

Interact and manage contracts and agreements with local youth organizations and local and regional partners.

Oversee planning of activities such as, but not limited to, programs, leagues, events, tournaments, maintenance, rentals, and youth organization usage.

Develop, promote, and manage sponsorships.

Oversee concession operations at multiple sports facilities.

Assist in determining and evaluating fees.

MINIMUM QUALIFICATIONS

Knowledge of:

All Functional Areas:

Principles and practices of recreation programming and facility management.

Principles of supervision, training, and performance evaluations.

Principles of budget monitoring, cash control and related accounting practices.

Principles and practices of safety management.

Pertinent local, State and Federal laws, ordinances, and rules.

Youth Development Functional Area:

Operational aspects of a licensed childcare program facility, including program activities.

Aquatics Functional Area:

Principles and practices of water safety compliance and trainings.

Proper use of pool chemicals.

Sports Functional Area:

Principles and practices of synthetic turf and natural field maintenance and operations

Principles and practices of developing, soliciting, and managing sponsorships.

Applicable sport specific rules and regulations.

Principles and practices of creating and executing sports leagues and tournaments.

Ability to:

All Functional Areas:

Organize, implement, and direct assigned recreation programs and operations.

On a continuous basis, know and understand all aspects of the job. Intermittently analyze work papers, reports, and special projects; identify and interpret technical and numerical information; observe and problem solve operational and technical policy and procedures.

On a continuous basis, sit at desk for long periods of time. Intermittently walk, bend, stoop, or twist to inspect recreation facilities; twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone and write or use a keyboard to communicate through written means; and lift or carry weight of 10 pounds or less.

Interpret and explain pertinent City and department policies and procedures.

Assist in the development and monitoring of an assigned program budget.

Develop and recommend policies and procedures related to assigned operations.

Supervise, train, and evaluate assigned staff.

Market recreation programs to identified groups.

Prepare a variety of reports and maintain accurate records and files.

Obtain certifications specific to assignment.

Operate a personal computer with proficiency and familiarity.

Work weekends and evening shifts as required.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Youth Development Functional Area:

Plan, organize and oversee the operations and activities of childcare program facility.

Obtain a Child Development Permit issued by the State of California Commission on Teaching Credentialing.

Aquatics Functional Area:

Plan, organize and oversee the operations and activities of aquatic programs, events, and facilities.

Sports Functional Area:

Plan, organize and oversee the operations and activities of sports programs, leagues, tournaments, events, and facilities.

Experience and Training

A typical way to obtain the required knowledge and abilities would be:

Experience:

Three years of increasingly responsible experience in recreation programming, including one year of lead responsibility.

AND

Training:

A Bachelor's degree from an accredited college or university.

License or Certificate

Possession of a valid California driver's license by date of appointment.

Possession of First Aid and CPR Certificates as issued by the American Red Cross.

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02-10-24	Updates
08-08-14	
08-25-12	Recreation Supervisor
09-16-10	
04-05-05	
03-16-05	
07-01-02	
10-23-01	
06-01-98	Senior Parks & Recreation Supervisor
05-06-97	Senior Recreation Supervisor
06-28-95	
05-09-91	General Recreation Supervisor I
10-01-88	
07-01-79	
01-26-78	General Recreation Supervisor
10-30-73	
65	
64	Recreation Supervisor