July 1999

RECREATION SUPERVISOR

DEFINITION

Under general direction of the Recreation Division Manager, plans, organizes, promotes, directs, supervises and evaluates a wide variety of recreation and leisure programming for community residents of all ages; coordinates and manages facility and program schedules; supervises part-time and seasonal employees and volunteers; and performs all other related duties as assigned.

EXAMPLES OF DUTIES

- Recommends, plans, organizes, implements, administers and manages a wide variety of recreation and leisure programs, including responsibilities for budget development and control, staffing and personnel supervision, program promotion, program scheduling, and program evaluation.

- Determines program staffing needs and schedules; recruits, hires, and trains a wide variety of part-time, seasonal, and volunteer personnel; develops written policies and procedures for recreation staff; conducts training sessions and staff meetings; recommends disciplinary action to the Recreation Division Manager as appropriate; may substitute for absent staff when required.

- Works with a wide variety of community organizations and groups to determine community needs related to recreation and leisure programming, and to develop and coordinate community support efforts, including the promotion of financial and/or volunteer support for recreation activities.

- Works with the other City departments and the general public in the planning, scheduling and implementation of a wide variety of special events, meetings, sports tournaments and/or other activities involving the use of City facilities; develops promotional materials to encourage community use of City recreational facilities.

- Develops, recommends, and administers program budgets; develops and monitors financial tracking systems related to both expenditures and income; purchases supplies and equipment in accordance with City policies and budgetary goals; prepares a variety of fiscal reports for review by higher management.

- Develops and disseminates a wide variety of flyers, brochures, schedules, letters, and other written materials designed to publicize and promote the City's recreational and leisure activities to the community; works with the Recreation Division Manager to develop promotional materials and strategies.

- Schedules recreation programs and activities, including determining times and locations, assigning and scheduling instructors, and developing promotional materials.

- Researches potential sources of funding for recreational programming; writes grant proposals and manages and administers grant funding; prepares reports for grantors on program activities and fiscal activities related to grants; develops and implements community fundraising efforts.

- Monitors recreation facilities for needed repairs and/or improvements, and coordinates such work with the Public Works Department; assists the Recreation Division Manager in park and facility planning for recreational activities.

- Responds to a wide variety of requests from the public for information and/or assistance; registers program participants; responds to complaints from program participants and the general public.

- May serve as staff liaison to the Youth Advisory and/or other citizen committees as required.

- Performs all other related duties as assigned.

REQUIREMENTS

Knowledge of: Principles, practices and methods of recreational and leisure programming on a community wide basis; various recreational activities, including organized sports, appropriate for different age groups; principles and practices of program development and promotion; principles and practices of budget development and administration; financial record keeping systems; potential sources of funding for recreational programming, including knowledge of grant writing principles and techniques; the principles, practices and methods of employee hiring, training and supervision; standard computer software programs in a business environment.

Skill in: Planning, scheduling, staffing and managing a wide variety of recreational and leisure programs for community residents of all age groups; training and supervising staff; analyzing problems, determining options, and recommending effective solutions; reading, understanding, interpreting and applying a wide variety of written documents, including City ordinances and resolutions; financial analysis and record keeping; preparing a wide variety of written materials, including letters,. brochures, program schedules, reports on program activities, participation and costs, flyers, grant applications, staff manuals, and handbooks; program evaluation; the use of personal computers and a wide variety of business software applications; and establishing and maintaining effective working relationships with co-workers, other City staff, and the general public.

OTHER REQUIREMENTS

Must possess a valid California Driver's License; must be certified in First Aid and C.P.R.; must be willing to work evening and/or weekends as necessary; and must be able to handle the physical aspects of the job, including the ability to stoop and reach, lift and carry items weighing up to 40 pounds, including pushing, pulling and dragging program equipment and setting up equipment for various activities.

DESIRABLE EXPERIENCE AND TRAINING

Applicants should have experience and training which would tend to demonstrate possession of the required knowledge and skills outlined above. An example would be:

Equivalent to possession of a Bachelor's Degree in Recreation or a related field, and at least two years of experience in the planning and supervision of community recreational programming.