

RECREATION SUPERVISOR I/II

I. Position Identification:

- A) Title: Recreation Supervisor I/II
- B) Bargaining Unit: First Level Managers
- C) Customary Work Hours: 8:00 a.m. until 5:00 p.m.
- D) Customary Work Days: Monday through Friday
- E) Reports To: Director of Parks and Recreation
- F) Directs the Work of: Coordinators, Recreation Workers,
Facility Aides, Volunteers
- G) Educational and/or Experience Requirements:

Any relevant combination of education and experience that would demonstrate the knowledge and skill outlined below is qualifying. A typical way of gaining the skills is:

Recreation Supervisor I:

Education: Graduation from an accredited four-year college or university with major coursework in recreation or a closely related field. In addition, coursework in management/supervisory course skills is desired.

Experience: Some experience in developing, implementing or supervising recreation programs.

OR

Education: Equivalent to an associate degree from an accredited college or university with major coursework in recreation or a closely related field. In addition, coursework in management/supervisory course skills is desired.

Experience: Three (3) years of experience in developing, implementing or supervising recreation programs.

OR

Education: High School diploma or equivalent.

Experience: Five (5) years of experience in developing, implementing or supervising recreation programs.

Recreation Supervisor II:

Education: Graduation from an accredited four-year college or university with major coursework in recreation or a closely related field. In addition, coursework in management/supervisory course skills is desired.

Experience: Two (2) years of experience developing, implementing or supervising recreational programs.

OR

Education: Equivalent to an Associated Degree from an accredited college or university with major coursework in recreation or a closely related field. In addition, coursework in management/supervisory course skills is desired.

Experience: Five (5) years of experience developing, implementing or supervising recreational programs.

- H) License and/or Certificates Required: Possession of a valid and appropriate California state driver's license. A Class B license with a "P" endorsement may be required. Must be able to obtain a State of California First Aid/CPR Certificate within six (6) months from date of hire.

II. FLSA Status: Exempt

III. Position Summary:

Recreation Supervisor I:

This is the entry level class in the Recreation Supervisor series. This class is distinguished from the journey level by the performance of the more routine tasks and duties assigned to positions within this series. Employees at this level are not expected to perform with the same level of judgment on matters allocated to journey level. Employees work under general supervision while learning assigned job tasks. As experience accrues, incumbents will perform with increasing independence. Incumbents in this job class perform professional duties involving the development and supervision of recreational programs.

Recreation Supervisor II:

This is the full journey level class within the Recreation Supervisor series. This class is distinguished from the Recreation Supervisor I by the assignment of the full range of duties and responsibilities. Employees at this level receive only general direction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies within the work unit. Incumbents allocated to this job class must work independently and possess the ability to prioritize assignments in an effective and productive manner. Positions in this class are flexibly staffed and are normally filled by advancement from the entry level.

IV. Essential Functions:

Incumbents may be assigned to varying work schedules, weekend work and be called back to work as needed by the City. 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 in order to address business needs and changing business practices.

1. Recommend and assist in the implementation of goals, objectives; establish schedules and methods for the development and implementation of recreational programs; implement policies and procedures.
2. Plan, prioritize, assign, supervise and review the work of staff involved in the implementation of youth and adult recreation programs.
3. Evaluate operations and activities of assigned responsibilities; recommend improvements and modifications; prepare various reports on operations and activities.
4. Participate in budget preparation and administration; prepare cost estimates for budget recommendations; submit justifications for staff, supplies, and materials; monitor and control expenditures.
5. Participate in the selection of staff; provide or coordinate staff training; work with employees to correct deficiencies.
6. Provide direct and indirect leadership for special group activities and instructional programs.
7. Organize and conduct special activity days, special events, holiday programs, trips, tournaments, and related activities.

8. Develop program flyers, brochures and newsletters.
9. Obtain, schedule, and supervise city and non-city program sites.
10. Prepare payroll for part-time and temporary personnel.
11. Develop and maintain positive public relations with emphasis on customer service.
12. Foster employee empowerment in the delivery of services.
13. Encourage employees to develop entrepreneurial and innovative ideas.
14. Motivate employees to perform to the best of their abilities, evaluate employee job performance and initiate recognition and disciplinary procedures where appropriate.
15. Foster a team environment relationship within the Parks and Recreation Department and with other city employees in the course of daily activities.
16. Responsible for carrying out the mission and organizational values of the City and the department.
17. Commit to staff development and cooperative management practices.
18. Collect and account for all fees and charges.
19. Perform other duties and assume other responsibilities as apparent or as delegated.

V. Job Related and Essential Qualifications:

Note: The required level and scope of the following knowledge and skills relate to the level of the position as defined in the class characteristics.

Recreation Supervisor I:

A. Knowledge of:

- Basic philosophy, principles and theory of recreation.
- Principles and practices of supervision, training, and performance evaluations.
- Recreation hazards, effective safety regulations, precautions and first aid.

- Team based management and coaching principles.
- Basic marketing and outreach principles and practices.
- Principles and practices of budget monitoring.
- Principles and practices of safety management.
- Pertinent local, State and Federal laws, ordinances and rules.
- Modern office procedures, systems, and equipment.

B. Skill at:

- Supervising and directing the activities of leadership personnel and volunteers.
- Recognizing the need for and recommending effective methods of implementing new and innovative recreation programs.
- Making independent decisions and judgments in delegated areas.
- Responding quickly and effectively in difficult situations.
- Establishing and maintaining respectful, effective and cooperative working relationships with those contacted in the course of work.
- Using a personal computer and job-related software applications.

C. Ability to:

- Organize, implement and direct recreation programs and activities.
- Speak in public.
- Prepare reports and correspondence.
- Establish and maintain cooperative working relationships with those contacted in the course of work.
- Be assigned to varying work schedules and weekend work.
- Assist in the development and monitoring of assigned program budgets.
- Get work accomplished through others.
- Maintain discipline and enforce rules, and regulations.
- Effectively work with employees' problems and concerns.
- Communicate clearly and concisely, both orally and in writing.
- Identify with management and City goals and objectives and understand City priorities and needs.
- Demonstrate continuing effectiveness in maintaining the knowledge and skills requirements of this position.
- Meet the physical, mental and environmental demands of the job.
- Train, motivate, supervise and evaluate subordinate personnel.
- Prepare reports and efficiently maintain accurate records.
- Keep abreast of new products, procedures, and changing technology relevant to this position.
- Use initiative and exercise sound independent judgment.
- Promote a customer service focus in forging cooperative public relations.

- Maintain regular and predictable attendance.

Recreation Supervisor II:

A. Knowledge of:

- Advanced philosophy, principles and theory of recreation.
- Methods and techniques in planning, organizing, directing, conducting, promoting and evaluating recreation programs and activities for all age groups.
- Recreational program marketing principles and practices.

B. Skill at:

- Coordinating multiple projects and meeting deadlines.

C. Ability to:

- Identify with management and City, goals and objective and understand City priorities and needs.
- Oversee facility maintenance, including working with both internal staff and outside vendors and contractors.
- Obtain sponsorships and partnerships from business and community organizations.
- Seek, apply for, and administer grants.
- Maintain regular and predictable attendance.

VI. Physical Demands/Qualifications:

1. Requires the ability to sit for potentially long periods of time throughout the workday.
2. Manual dexterity and vision sufficient to operate computer systems for potentially long periods of time without experiencing abnormal hand, wrist or eye strain.
3. Hearing sufficient to understand conversations, both in person and on the telephone.
4. Ability to work out-of-doors in all weather conditions.
5. Requires the ability to lift and carry weight up to 25 lbs. without assistance.

6. Requires the ability to operate a motor vehicle in a safe manner for self and others.
7. Requires the ability to exert moderate physical effort including pushing, pulling, bending, squatting, kneeling, and twisting while coordinating recreational events.

NOTE: Some accommodations may be made for some physical demands for otherwise qualified individuals who require and request such accommodations.

VII. Non-Physical Demands/Qualifications:

1. Communicate information clearly and effectively on a number of different levels, both verbal and written.
2. Operate under tight deadlines.
3. Be highly organized, detail oriented and possess the ability to prioritize a number of projects.
4. Possess a valid driver's license.

VIII. Environmental Conditions:

1. Working conditions in the office are clean, well lit and free from extremes of temperature and humidity.
2. Working conditions in the field are subject to variations in temperature and may include wind, rain and other elements.

IX. Other duties and requirements

This class description lists the major duties and requirements of the job and is not all-inclusive. Not all duties are necessarily performed by each incumbent. Incumbents may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.