

RECREATION SUPERVISOR

PURPOSE

Plan, organize, coordinate, develop, implement, and supervise recreation, human service, and community service activities and programs.

WORKING CONDITIONS

Work is generally performed in an office setting, but activities may be held in a variety of indoor and outdoor settings. Duties involve supervising occasional activities during evenings and weekends which extend hours of work beyond the normal workday.

PHYSICAL AND MENTAL DEMANDS

Work may include: prolonged sitting, moderate lifting (up to 25 pounds), reaching, climbing, stooping, manual dexterity, grasping, pulling, and pushing activities. The position also emphasizes speech, hearing, and vision attributes, and the ability to concentrate for prolonged periods of time.

DISTINGUISHING CHARACTERISTICS

The Recreation Supervisor is responsible for planning and organizing recreation programs. This classification is a first line supervisor who schedules, trains, assigns, and evaluates subordinate employees.

ESSENTIAL JOB FUNCTIONS - Duties may include, but are not limited to, the following:

Assists in the implementation of recreation, human service, and community service program goals, objectives, policies, and priorities.

Plans, organizes, coordinates, implements, develops, supervises, and evaluates a variety of recreation and community service activities and programs.

Recommends new activities and programs that meet the leisure needs of the community.

Trains, schedules, supervises, and evaluates paid and/or volunteer staff.

Recruits and monitors independent contractors that instruct special interest classes.

Makes presentations to local groups and agencies to gather support and encourage community participation.

Works cooperatively with a variety of citizen groups (parent teacher associations, healthy start, aquatic clubs, etc.) in an effort to meet the needs of the community.

Attends Parks and Recreation Commission meetings, as needed, and reports on recreation programs, activities and issues.

Performs research and conducts surveys regarding a variety of issues including parks, recreation, and community services.

Prepares oral and written reports as necessary. Prepares news releases, posters, flyers, and brochures to publicize services and activities. Assists in the development of the Recreation Guide. Responsible for development and publication of Parks and Recreation Division's social media outreach program.

Answers telephones and receives visitors. Responds to questions, complaints, and emergency situations; take appropriate course of action, notifies their supervisor whenever necessary.

Maintains logs, files and other record keeping systems; gathers and tracks information for preparation of periodic statistical, financial, and operational reports.

Performs typing and word processing.

Sets up, removes, or moves tables and chairs at the various facilities so that an appropriate arrangement is attained for the activity. Assists with the coordination of maintenance of the Center and performs light janitorial duties.

Makes every reasonable effort to continually improve the manner in which the job is performed and increase the quality of service to the public.

Performs other related duties as assigned.

An incumbent in one of the comprehensive, City-wide areas described below may occasionally perform work in another area with a similar level of responsibility.

AQUATICS/AFTER SCHOOL PROGRAM: Oversees the City aquatic program including: training and scheduling lifeguards, swim lessons, and coordinating use of the pool by user groups. Participates in interviews and makes recommendations for hiring/firing and employee discipline.

ADULT AND YOUTH SPORTS/DAY CAMPS: Oversees the City Sports programs including seasonal programs and day camps. Performs related and other work as required.

DESIRABLE QUALIFICATIONS

Knowledge and Abilities:

Working knowledge of: principles and procedures, and methods and techniques used in planning, developing and administering recreation, human service, and community service activities, and principles of public administration. Ability to work independently without direct supervision; to formulate, organize, coordinate and administer effective recreation, human service, and community services programs within the scope of funds allocated; to supervise and coordinate the activities of other paid staff and volunteers; to establish and maintain effective working relationships with those contacted in the course of work; to meet the public with courtesy and tact; to meet the physical requirements of the position; to maintain clear and accurate records; to communicate effectively both orally and in writing.

AQUATICS/AFTER SCHOOL PROGRAM: Working knowledge of: instructional aquatics activities; of swimming pool operations and maintenance; of related safety practices; of the principles and techniques of first aid, water safety, and cardiopulmonary resuscitation (CPR). Ability to effectively lead, train, schedule, and coordinate assigned activities; to administer first aid and CPR; to personally and skillfully perform such work whenever necessary.

ADULT AND YOUTH SPORTS/DAY CAMPS: Working knowledge of: organizing, promoting, scheduling and overseeing youth and adult sports programs.

Education and Experience:

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

Education:

Completion of 12th grade. An Associate of Arts Degree or college level course work in recreation, human service, or a closely related field is preferred. A Bachelor's Degree from an accredited college or university with major work in recreation, human services, or a closely related field is highly desirable.

Experience:

Two years of experience working in a high public contact environment with focus in: leading, coordinating, and planning recreational programs for diverse age groups.

AQUATICS/AFTER SCHOOL PROGRAM: Additionally, experience in pool management and scheduling is highly desirable.

ADULT AND YOUTH SPORTS/DAY CAMPS: Additionally, experience in managing youth and adult sports programs is highly desirable.

Other Requirements:

Ability to operate a keyboard with sufficient speed and accuracy to meet the needs of the department.

Pursuant to Section 10911.5 of the California Education Code, selected candidates will be required to submit one set of fingerprints to the California Department of Justice, before the first day of employment.

A valid California Class "C" Driver's License and a satisfactory driving record are required as a condition of initial and continued employment.

AQUATICS/AFTER SCHOOL PROGRAM: Current certificates or the ability to secure said certificates within 6 months of employment:

- American Red Cross, Lifeguarding/ First Aid/ CPR/AED Certificate
- American Red Cross, First Aid for Public Safety Personnel (Title 22) Certificates
- American Red Cross, Water Safety Instructor (WSI) Certificate
- American Red Cross, Lifeguard Training Instructor Certificate
- American Red Cross, First Aid for Public Safety Personnel (Title 22) Instructor Certificate
(all above desired for training lifeguard staff).
- National Swimming Pool Foundation, Certified Pool Operator Certificate (CPO) *or* National Recreation and Park Association, Aquatic Facility Operator Certificate (AFO)
(above desired for managing pool programs)
- American Red Cross, Water Safety Instructor Trainer Certificate

- American Red Cross, First Aid/ CPR/AED Instructor Certificate
- American Red Cross, CPR/AED for Professional Rescuer and Healthcare Providers Instructor Certificate
- American Red Cross, Babysitter's Training Instructor
(above desired)