

RECREATION SUPERVISOR

DEFINITION

Under general direction, plans, schedules, assigns, and reviews the work of recreation staff responsible for providing a variety of recreation and community programs, services, and activities, including youth and senior programs, youth and adult sports, contract activities, special events, recreation centers, and park facilities; performs a variety of technical tasks and professional recreation work relative to the assigned area of responsibility; provides professional support to the Parks, Trails and Recreation Director; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Parks, Trails, and Recreation Director. Exercises direct and general supervision over assigned staff, contractors, and volunteers.

CLASS CHARACTERISTICS

This is the full supervisory-level class in the recreation class series. Responsibilities include planning, organizing, supervising, reviewing, and evaluating the work of recreation staff either directly or through coordinators. Performance of the work requires the use of considerable independence, initiative, and discretion within established guidelines. This class is distinguished from the Parks, Recreation and Trails Director in that the latter has overall management responsibility of all recreation programs, activities and facilities.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

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- Plans, organizes, assigns, supervises, and reviews the work of assigned staff in one or more recreation and community facilities, programs, services, and activities, including youth and adult sports, contract activities, community events, youth and senior programs, recreation centers and park facilities; administers multiple recreation and community programs and community events.
- Develops and implements goals, objectives, policies, and priorities for assigned services and programs; identifies resource needs; researches, recommends, and implements policies and procedures, including standard operating procedures for assigned facilities.
- Evaluates employee performance, counsels employees, and effectively recommends initial disciplinary action; assists in selection and promotion.
- Determines and recommends equipment, materials, and staffing needs for assigned facilities, projects, and programs; participates in the annual budget preparation; prepares detailed cost estimates with appropriate justifications, as required.
- Monitors, plans, and lays out maintenance work projects for assigned facilities; monitors and controls supplies and equipment; orders supplies and materials as necessary; prepares

documents for equipment procurement; participates in the bid process for maintenance and repair projects.

- Develops, plans, supervises, implements, and evaluates one or more recreation programs, activities, and/or systems at one or multiple sites; establishes schedules and methods for providing community and recreation services.
- Acts as a representative to educational institutions, community groups, private businesses, and others regarding questions, problems, concerns, and activities in the provision of recreation program operations, activities, and services.
- Supervises and oversees the effectiveness of the recreation program operations, activities, facilities maintenance, and community events and recommends improvements or modifications.
- Develops, monitors, and tracks sponsorships and partner opportunities; develops sponsorship proposals; maintains contacts and negotiates with vendors.
- Assists with development of recreation contract administration and use agreements.
- Evaluates community recreation needs and interests; prepares community surveys; analyzes data and recommends new recreation programs or improvements to meet community needs.
- Develops, maintains, and reviews staff, financial, and statistical reports related to grants, program participation and analysis, expenditures, and revenues.
- Coordinates first aid, cardiopulmonary resuscitation (CPR), and other safety training and certification courses for Department staff.
- Participates in ensuring compliance with relevant health, safety, and licensing laws and guidelines; maintains and updates all records required by Federal, State, and local regulatory agencies.
- Supervises the preparation of and executes program publicity brochures, press releases, flyers, and forms.
- Provides administrative support to the department, such as conducting research, performing special projects, developing reports, or compiling statistics.
- Establishes and updates emergency operations manual and care and shelter logistics.
- May participate in interdepartmental/interagency planning sessions specific to critical issues.
- Prepares and legally posts city meeting agendas, reviews and completes committee and commission reports; may participate in various committee, commission and professional group meetings.
- Attends meetings, workshops, and conferences as required; stays abreast of new trends and innovations in the field of recreation services; makes presentations and provides information regarding assigned program areas and facilities and the City's recreational services.
- Performs other duties as assigned.
- Recommends, monitors and evaluates department information technology needs and assists I.T. contract workers.

QUALIFICATIONS

Knowledge of:

- Principles and practices of employee supervision, including work planning, assignment, review, and evaluation, discipline, and the training of staff in work procedures.
- Principles and practices of recreation and community service program development and administration, including program implementation, review, and evaluation, budgeting, and purchasing.

- Principles, practices, and service delivery needs related to facility rentals, classes, and community events.
- Procedures for planning, implementing, and maintaining a variety of recreation and leisure activities and programs through community participation.
- Recreational, cultural, age-specific, and social needs of the community.
- Applicable Federal, State, and local laws, regulations, codes, and guidelines.
- Principles and practices of contract administration and evaluation.
- Principles and practices of public relations techniques.
- Principles and procedures of record keeping and report preparation.
- Modern office practices, methods, computer equipment and computer applications.
- English usage, spelling, vocabulary, grammar, and punctuation.
- Techniques for effectively dealing with individuals of various ages, various socio-economic and ethnic groups, and effectively representing the City in contacts with the public.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors and City staff.

Ability to:

- Assist in developing and implementing goals, objectives, practices, policies, procedures, and work standards.
- Supervise, train, plan, organize, schedule, assign, review, and evaluate the work of staff, contractors, and volunteers.
- Interpret, apply, explain, and ensure compliance with applicable Federal, State, and local policies, procedures, laws, and regulations.
- Understand, interpret, and successfully communicate both orally and in writing, pertinent department policies and procedures.
- Identify problems, research and analyze relevant information, develop and present recommendations and justification for solution.
- Develop, plan, coordinate, and implement a variety of recreational programs and facilities suited to the needs of the community.
- Prepare and monitor program budgets.
- Negotiate and administer contracts.
- Prepare clear and concise reports, correspondence, and other written materials.
- Make accurate business arithmetic and statistical computations.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to graduation from an accredited four-year college or university with major coursework in recreation administration, public or business administration, or a related field and

four (4) years of responsible recreational programming experience, including one (1) year of lead or supervisory experience.

Licenses and Certifications:

- Must obtain American Red Cross First Aid Certificate and CPR Certificate for infant, child, and adult within three (3) months of hire.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office and/or recreational facility setting and use standard office and/or recreation equipment, including a computer, to operate a motor vehicle and to visit various City, recreation, and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. Finger dexterity is needed to access, enter and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification frequently bend, stoop, kneel, reach, climb, and walk on uneven surfaces to participate in recreational activities; and push and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push and pull materials and objects weighing up to 50 pounds.

ENVIRONMENTAL ELEMENTS

Employees primarily work in an office environment with moderate noise levels, controlled temperature conditions and no direct exposure to hazardous physical substances. Incumbents partially work in the field and may be exposed to blood and body fluids rendering First Aid and CPR and are required to wear appropriate attire for the recreation activity to which they are assigned. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

WORKING CONDITIONS

Must be willing to work a varied schedule of hours, which may include evenings, and/or weekends, as needed; ability to pass a comprehensive background check.