

## **RECREATION SUPERVISOR**

### **DEFINITION**

Under general supervision, the Recreation Supervisor is responsible for overseeing the development and implementation of recreation activities, programs, and special events within the facility or program area. Responsible for ensuring a high level of customer satisfaction by providing relevant and outstanding recreational opportunities through quality service, programs, events, and facilities, and performs other duties as assigned.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general direction and supervision from Recreation Manager. Exercises direct supervision over assigned staff.

### **EXAMPLES OF ESSENTIAL JOB FUNCTIONS** (Illustrative Only)

*Management reserves the rights 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.*

- Oversees the development and implementation of recreation activities, programs, and special events within the facility and program area.
- Investigates and resolves complaints and inquiries, exercising a high degree of expertise, initiative, and independent decision-making to insure a high level of customer satisfaction.
- Recruits, hires, trains, supervises and evaluates subordinate employees and volunteers; determines staff workloads and schedules.
- Monitors program activities and events, including approving expenditures, and ensures activities and events are running smoothly.
- Interprets and implements policies and procedures.
- Prepares and presents a variety of reports and other documents such as operating procedures, activity and statistical reports, budget reports, strategic planning documents, and promotional materials.
- Provides data analysis and basic information to staff and patrons regarding Recreation programming, events, and memberships.
- Provides input into the development of budgets, including determining staffing, supply, and equipment needs.
- Participates in managing purchasing, payroll, and budgets.
- Registers patrons for classes and memberships; accepts payments for fees and merchandise purchases; checks-out equipment to patrons; schedules facility and park reservations.
- Maintains contacts with neighborhood groups, schools, businesses, law enforcement agencies, volunteer and other community groups and provides necessary coordination of services.
- Occasionally prepares rooms for classes, meetings, and events.
- Regular and consistent attendance for the assigned work schedule is essential.

**Typical Decisions:** The incumbent determines programs, events, and appropriate expenditures for budgeted funds to meet unit objectives and goals. The incumbent must establish performance measures for staff and evaluate employee performance against those standards or measures. He or she must identify facility safety or maintenance problems and determine the course of action needed to repair them.

## **QUALIFICATIONS**

### **Knowledge of:**

Recreation programming; CPR, first aid; applicable Federal, State, and local laws appropriate including ADA compliance; community resources and services for people with special needs and various disabilities.

### **Ability to:**

Communicate clearly both verbally and in writing; interact effectively and professionally with co-workers, managers, subordinates and the general public; demonstrate organizational skills to effectively supervise the day-to-day operations of the facility or program area and the staff.

### **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, Business Management, or related field is highly desirable.
- Three (3) years of experience in the development and implementation of recreation programs, some previous supervisory experience preferred.

Any work-related experience resulting in acceptable proficiency levels in the above Minimum Qualifications is an acceptable substitute for the above specified education and experience requirements.

### **Licenses and Certifications:**

- Valid California class C driver's license with satisfactory driving record required upon hire.
- California Mandated Reporter Certificate required upon hire.
- CPR, AED, and First Aid certifications issued by a national accredited organization within 90 days of hire. Additional certifications may be required depending on area of assignment.

**Supervisors overseeing an Aquatic Facility:** In addition to the core certifications/licenses this position requires Lifeguard Training with CPR for the Professional Rescuer, Lifeguard Training Instructor, and Aquatic Facility Operator (AFO), or Certified Pool Operator (CPO) certifications within 90 days of hire. Water Safety Instructor certification is preferred.

### **Additional requirements:**

- Individuals must have flexible hours.
- Individuals must be at least 21 years old.
- Individuals must be able to work evenings, weekends, and some holidays, as required.

### **Preferred Characteristics:**

- Bilingual, Spanish/English is preferred.

## **PHYSICAL DEMANDS**

Work is performed throughout the Community Center, Aquatic Center and at other City owned facilities and parks, standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment; vision to read printed materials and a computer screen; hearing and speech to communicate in person and over the telephone. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull. Employees may be required to lift, carry, push, and pull materials and objects weighing up to 25 pounds.

## **ENVIRONMENTAL ELEMENTS**

Employees work in an environment with moderate noise levels, controlled temperature conditions, and may be exposed to hazardous chemicals and fumes when working in the pool area. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

The above statements are intended to describe the general nature and level of work being performed and are not intended to be an exhaustive list of all responsibilities, duties and skills which may be required. The position also requires meeting the essential requirements of the Physical Demands and Environmental Elements, with or without reasonable accommodation.

## **CONDITIONS OF EMPLOYMENT**

Must pass a pre-employment medical exam and drug test, driver license check, Live Scan Finger printing, and maintain continuous CA Mandated Reporter certification throughout employment.