

CLASS TITLE: RECREATION SUPERVISOR

Salaried Exempt

Department: Recreation

Supervisor: Recreation Supervisor

Supervises: Recreation Coordinator, Program Director, Recreation Leader

DEFINITION

Under the general direction of the Recreation Services Manager, the Recreation Supervisor plans, promotes, and implements major functions of the recreation division while providing highly responsible and technical leadership in specialized programs in accordance with District policies and procedures. The Recreation Supervisor may act on behalf of the Recreation Services Manager in their absence.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Recruit, train, supervise, schedule, and evaluate regular part-time, part-time, volunteer, and contractual staff.
- Prepare and monitor program budgets. Make recommendations for generating revenue.
- Purchase program supplies and equipment in accordance with established guidelines and maintains control of equipment use.
- Advertise District programs through approved promotional avenues, prepare publicity materials, and make presentations to community groups and schools to promote participation in activities.
- Observe and enforce District policies and procedures.
- Act as a liaison to the public and communicate with customers to handle concerns and resolve situations.
- Develop and maintain working relationships with local community service groups including but not limited to schools, law enforcement, senior clubs, local sports leagues, and non-profit organizations.
- Coordinate and attend staff meetings, trainings, and workshops.
- Prepare and maintains a variety of records, reports, and correspondence related to programs and facility usage.
- Oversee supervision of Recreation staff, including approval of payroll hours. May act as Recreation Manager if necessary and approved by the District Administrator.

OTHER RELATED DUTIES AND RESPONSIBILITIES

- Plan, promote, and direct youth and adult programs including but not limited to sports, summer day camps, after-school programs, and preschool program.
- Develop, organize, promote, and supervise at District community events.
- Oversee facility rental operations of multiple facilities.
- Develop, coordinate, and promote sports programs and special interest classes.
- Oversee independent contracted instructor agreements.

- May be assigned to support other operational needs when necessary.

QUALIFICATIONS

A mixture of knowledge in:

- Modern theories, principles and practices in the field of recreation.
- Purchasing practices and procedures.
- Research and report writing methods and techniques.
- Strong evidence of supervision and training.
- Communications and public relations.
- Microsoft Office (especially Excel and Outlook), Adobe, Canva, and Recreation software applications.
- Leading public participants in a variety of activities.
- Utilizing volunteers effectively.
- Establishing and maintaining effective working relationships with those contacted in the course of work.

EXPERIENCE AND EDUCATION

Bachelor's Degree from an accredited college or university with major coursework in recreation or a specialized field related to recreation and/or four (4) years of full-time experience in the recreation field, preferably at least two (2) years of supervisory experience.

SPECIAL QUALIFICATION

- Possession of a valid California Driver's License and good driving record.
- Obtain First Aid and CPR Certification within six (6) months of employment.

WORKING CONDITIONS

Physical conditions: 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; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. Must possess physical stamina to lift and move tables and chairs, arrange facilities for community events and/or meetings. Occasionally bend, stoop, kneel, reach, climb and walk on uneven surfaces. Employees must possess the ability to lift, carry, push and pull materials and objects weighing up to 50 pounds.

Environmental Demands: Outside: Works outside in a variety of weather conditions ranging from cold rainy weather to +100° F. Inside: Works indoors in large buildings and gymnasiums.

Note: The above statements are intended to describe the general nature and level of work being performed by persons assigned to this job. They are not intended to be an inclusive list of all duties, responsibilities and skills required of incumbents. In accordance with the Americans with Disability Act, reasonable accommodation may be made to enable qualified individuals with disabilities to perform the essential job functions.