

RECREATION SUPERVISOR

Classification Code: 965

Department: Recreation Department
Union: AFSCME - Local 998

GENERAL STATEMENT OF DUTIES:

Plans, promotes, organizes, coordinates, and supervises a community recreation program, including sports, cultural arts, physical activities, special events, classes, playgrounds, and summer programs for various age groups.

SUPERVISION RECEIVED:

Works under the general supervision of the Recreation Director.

SUPERVISION EXERCISED:

Supervises sports officials, recreation specialists, part-time recreation staff, instructors, seasonal employees, and volunteers, as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Manages and supervises assigned operations to achieve goals within available resources; Plans and organizes workloads and staff assignments; Trains, motivates and evaluates assigned staff and volunteers; Reviews progress and directs changes as needed.
- Assists in providing leadership and direction in the development of short and long range plans. Selects, organizes, and supervises sports leagues, special events, classes, workshops, and activities as assigned.
- Gathers, interprets, and prepares data for studies, reports, recommendations, and decision-making purposes; Provides professional advice to Director.
- Coordinates department activities with other departments and agencies as needed.
- Communicates official plans, policies and procedures to staff and the general public; Makes presentations and responds to inquiries about recreation programs to supervisors, boards, commissions, civic groups, and the general public.
- Assures that assigned areas of responsibility are performed within budget; Performs cost control activities; Monitors revenues and expenditures in assigned area to assure sound fiscal control; Assists in preparing annual budget requests; Assures effective

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and efficient use of budgeted funds, personnel, materials, facilities, and time.

- Determines work procedures, prepares work schedules, and expedites workflow; Studies and standardizes procedures to improve efficiency and effectiveness of operations.
- Issues written and oral instructions; Assigns duties and examines work for exactness, neatness, and conformance to policies and procedures.
- Maintains harmony among staff and volunteers and resolves minor grievances; Assists staff in performing duties as needed; Adjusts errors and complaints.
- Coordinates recreation staff and volunteers in the development and implementation of community recreation programs.
- Prepares a variety of brochures, calendars, letters, posters, news releases, flyers, and related communications regarding recreation programs.
- Coordinates, schedules and maintains related records and statistics for sports, programs, and personnel.
- Coordinates recreation and/or sports programs including: scheduling facilities, sports, special events, classes, or other recreational programming, registering participants, collecting fees, acquiring coaches, assigning class or practice times, distributing and collecting uniforms, equipment, or supplies.
- Assists in the planning and management of any concession related activities, including design, layout, operation, inventory, contracting and staffing.
- Promotes interest and provides information regarding recreation programs to parents, school officials, sports or other recreation officials, community service groups, other City departments, and the general public.

PERIPHERAL DUTIES

- Performs a variety of miscellaneous duties such as answering phone, typing correspondence, running errands, ordering and/or picking up supplies, conducting various activities, making arrangements for use of recreational facilities, helping set up tables and chairs for classes, etc.
- Schedule games and umpires for a variety of Youth and Adult leagues.
- Schedules and runs various tournaments.
- Serves as a member of various employee or other committees as assigned

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DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- A) Graduation from a four-year college or university with a degree in recreation, physical education, or a closely related field.
- B) One year recreation experience including community center programming; or
- C) An equivalent combination of education and experience.

Necessary Knowledge, Skills and Abilities:

- A) Considerable knowledge of recreation philosophy, planning and administration.
- B) Considerable knowledge of the equipment, facilities, operations, and techniques used in a comprehensive community recreation program.
- C) Ability to plan and supervise the work of paid staff and volunteers.
- D) Ability to develop, coordinate, and direct varied activities involved in a community recreation program .
- E) Skill in First Aid and CPR.
- F) Ability to establish and maintain effective working relationships with employees, supervisors, other agencies, participants, instructors, community leaders, and the general public;
- G) Ability to communicate effectively orally and in writing;
- H) Skill in operation of listed tools and equipment.

SPECIAL REQUIREMENTS

- Valid state driver's license or ability to obtain one.
- First Aid and CPR certification, or ability to acquire certification within three (3) months of hire.
- Certified Park & Recreation Professional (CPRP), or ability to acquire certification within one year of employment.

TOOLS AND EQUIPMENT USED

Personal computer, including word processing software; calculator; copy and fax machine; phone; mobile or portable radio; automobile.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to walk, sit and talk or hear. The employee is occasionally required to use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, color vision, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions, toxic, or caustic chemicals.

The noise level in the work environment is usually quiet while in the office, and moderately loud when in the field.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approval: Recreation Director
Supervisor

Approval: City Manager
Appointing Authority

Effective Date: 7/1/2008