

Recreation Supervisor

DEFINITION

Under the direction of the Community Services Recreation, Youth, Senior & Family Services Manager, the position will supervise assigned recreation programs; and perform other related duties as required.

DUTIES, RESPONSIBILITIES AND EXPECTATIONS

The listed tasks are essential for this position and may include, but not limited to, the following:

- Planning, organizing, staffing, and managing a diverse range of recreational programming for various age and interest groups involving sports leagues, playground, aquatic, athletic, cultural and special event activities
- Evaluating program content
- Recruiting, selecting, training and evaluating full-time, part-time, seasonal and volunteer staff
- Making recommendations regarding the conduct of programs and the elimination of programs
- Publicizing recreational programs and activities through various available community resources
- Coordinating scheduling of facilities and services for assigned programs and activities
- Preparing correspondence, reports, newsletters, brochures, instructional manuals and program information sheets
- Periodically checking assigned areas and facilities for possible maintenance and safety problems
- Maintaining accurate and complete records and files
- Attending meetings and training sessions
- Preparing budget recommendations and monitoring budget expenditures for assigned programs and activities
- Approving and initiating requisitions for supplies and equipment
- Acting as a liaison to community agencies and other organizations concerned with recreation
- Working irregular hours including evenings, nights, weekends and holidays (when necessary); being available for call-back and automatic return to work with a reasonable response time during off-duty hours for major emergencies, disasters, critical incidents and as otherwise required

- Communicating effectively, clearly, concisely both orally and in writing with the public, employees and others in the course of work
- Delivering internal and external customer services and solving problems
- Establishing and maintaining effective working relationships and working cooperatively with co-workers, other members of the supervisory/management team, City staff, other agencies, and the community
- Exercising tact, self-restraint and good judgment; taking initiative to achieve positive, timely results for the organization; processing diplomatic skills; exercising ethical conduct; display appropriate mature judgment in performing duties, responsibilities, tasks and assignments with a constructive, cooperative, positive, and professional attitude and demeanor
- Supporting the City's mission, policies, goals, and objectives such as the values of openness and honesty; integrity and ethics; accountability; outstanding customer service; teamwork; excellence; fiscal and environmental responsibility
- Regular, predictable and consistent workplace attendance
- Performing other related duties as assigned
- Meeting and maintaining published physical standards for the position, within accommodation required by the state and federal law

CLASSIFICATION

The position is exempt from overtime and is otherwise subject to the Fair Labor Standards Act and is a member of the Classified Service.

QUALIFICATIONS

This position requires knowledge of principles and practices applicable to recreation programs and activities including community events, sports leagues, aquatics, arts and crafts, fine arts, music or other recreational activities suitable for children, adolescents, adults and senior citizens. Knowledge of safety precautions/issues related to recreational activities, athletic fields, swimming pools, and community buildings. Knowledge of budgets, the budget process and purchasing requirements. Knowledge of program evaluation and personnel principles and practices. Knowledge of principles of supervisor and training.

This position requires the ability to supervise and train personnel; interpret community needs and adapt to designated supervisory assignments; promote community interest in recreation; communicate effectively in writing and orally; apply computer technology to recreation activities; meet prescribed physical/medical standards for employment; establish and maintain effective working relationships with others; work irregular shifts, weekends, and/or holidays; legally operate a motor vehicle in the State of California.

This position requires graduation from an accredited college or university with a bachelor's degree in recreation or related field and three (3) year of full-time equivalent, paid experience in recreation supervising employees and programs.

This position requires computer literacy with knowledge in the use of Microsoft Office; the ability to communicate using email programs; and an understanding of and adherence to City policies regarding information technology.

This position requires the ability to make sound decisions, think critically and analytically, problem solve, innovate; and supervise, manage and develop subordinate employees. The position requires a drive for results; interpersonal, customer service and diplomatic skills; ethical conduct; and proven top performance.

Highly Desired: Aquatics experience.

Qualified Military Veterans are given an additional five points to a passing score for both open-competitive and promotional recruitments.