



## Job Description

**Title:** Recreation Supervisor  
**Department:** Recreation

**Starting Salary:** \$66,480 Annual  
**Status:** Exempt

### **JOB SUMMARY**

The Recreation Supervisor plans, organizes, supervises and implements programs, assists with the planning regarding master plan revisions, and other management functions of recreation programs; develops division policies, procedures, goals and budgets; formulates and directs partnerships with government agencies, community-based organizations and other service providers; leads strategies to secure resources. Develops, interprets, makes recommendations and applies existing policies, uses professional judgment in initiating and conducting the recreation programs. Recreational activities shall conform to community needs and the District resources and policy; performs other related duties as required. Recruits, trains, supervises and evaluates subordinate professional and paraprofessional recreation workers and volunteers; develops schedules, registration processes and fee recommendations for recreation services; conducts outreach and marketing activities with users, donors, sponsors and community groups, and formally evaluates programs. All assignments require knowledge of the provisions of recreation and related services to a variety of age groups, the ability to organize and oversee the work of staff and/or volunteers, a strong customer service orientation and the skill to relate to a variety of individuals, families and groups from various socio-economic backgrounds. The starting salary range is \$66,480 per year and includes a benefit package, including retirement (PERS) which includes a paid percentage by both employer and employee.

**ESSENTIAL JOB FUNCTIONS:** *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following tasks, knowledge, skills and other characteristics. The list that follows is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed, and may be required to perform additional, position-specific tasks.*

### **MAJOR DUTIES**

- Administers contracts for programs by preparing and negotiating contracts and monitoring compliance
- Maintains contacts with the media and community to promote coverage of the District programs and events
- Prepares a variety of written reports, program and budget proposals, annual reports, program goals and objectives, and other documents as required, performs program and event evaluations
- Develops implements and monitors an annual program budget within areas of responsibility.
- Assist in the administration and management of equipment and software needs, registration and reservation systems and processes
- Provides oversight and forecasting of revenues and expenditures, and assists with the development and monitoring of revenue plans

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- Planning, coordinating and approving scheduling of programs; compiling attendance figures.
- Promoting community involvement through flyers, brochures, website, newsletters, community activity calendars and talking to community groups; working with local businesses to support programs
- Provide resource assistance and information to various community groups
- Perform a variety of miscellaneous duties, including but not limited to, answering the telephone, running errands, ordering and picking up supplies, conducting activities, set-up for events and promote the program by community outreach
- Represents the District at meetings and events with other community organizations.
- Regularly inspect equipment and play areas to ensure safety and cleanliness
- Works as a team member to support other department staff in the implementation of a dynamic and diverse array of recreation activities
- Participate in professional development workshops, classes and organizations
- Maintain a variety of records, including permission slips, accident reports, medical records, etc.
- Conducts surveys and analysis regarding customer satisfaction, fees, program enhancement and cost recovery

#### SUPERVISOR DUTIES

- Provides adequate staffing, coordinates the efforts, determines and develops new programs, formally audits and evaluates existing programs and recommends policies and regulations
- Supervise all recreation programs and events at all District facilities
- Supervise staff including selecting or recommending selection, training, assigning and evaluating work, counseling, disciplining, and terminating or recommending termination
- Enforce safety rules and regulations and surveys equipment; disciplining participants to ensure a safe environment
- Provides coordination and guidance on the viability of programs, projects, events and recreational activities
- Monitors program activities, including approving expenditures and ensuring activities are running smoothly; responds to questions and complaints
- Develops and directs the implementation of goals, objectives, policies, procedures and work standards for assigned programs and activities
- Conducts safety meetings compliant with OSHA standards

#### **REQUIRED KNOWLEDGE AND SKILLS:**

- Knowledge of the theory, principles, practices and objectives of public recreation, program development, implementation, review and evaluation
- Knowledge of event planning, program development and coordination
- Knowledge and familiarity with planning and equipping recreation facilities and areas
- General knowledge of budgeting and business practices and principles
- Knowledge of principles and practices of employee and volunteer supervision, including work planning, assignment, direction, review and training

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- Skilled in researching and implementing new strategies and procedures to increase community awareness and involvement in recreational activities
- Skilled in organizing workload independently and set priorities; to adapt quickly to those changing priorities; and perform multiple interrelated tasks under deadline pressures
- Skilled in maintaining accurate records and remaining detail-oriented
- Skilled in preparation of reports, marketing materials and presentations
- Skilled ability to communicate clearly and effectively, both orally and written

#### **EDUCATION, CERTIFICATIONS AND LICENSES:**

- Bachelor's Degree in recreation, event planning, related field and/or any combination of education and work experience as determined by General Manager.
- 3 years of experience in community recreation leadership
- A valid California class 'C' driver's license and satisfactory driving record required
- Possession of, or ability to obtain, current CPR and First Aid certificates (ability to maintain throughout employment)

**ENVIRONMENTAL FACTORS AND CONDITIONS/PHYSICAL REQUIREMENTS:** *The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the functions.*

- May be required to lift and carry items up to 40 pounds
- Ability to sit at a desk and in meetings for extended periods of time
- Must be able to stand, walk, see hear and communicate with the sufficient acuity to successfully perform all aspects of the job
- Perform simple grasping and fine manipulation, dexterity and frequent handling of papers
- There will be some bending, kneeling and overhead reaching
- Ability to use telephone and write or use keyboard to communicate through written means

#### **ADDITIONAL INFORMATION:**

**Reports To:** General Manager

**Direct Reports:** Recreation Staff

**External Contacts:** Community groups, government agencies, non-profits, school districts, media, etc.

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