



Recreation Supervisor

DEFINITION

Under direction, supervise, assign, coordinate, review, and participate in the work of staff responsible for providing recreation programs, services, facilities, and activities; and perform a variety of technical tasks and professional recreation work relative to assigned area of responsibility.

SUPERVISION RECEIVED

Reports to the Director of Parks and Recreation.

SUPERVISION EXERCISED

Exercises direct supervision over technical, seasonal, part time, and volunteer staff.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Recreation Center Assignment

Plan, prioritize, assign, supervise, and review the work of staff responsible for providing Recreation Center operations and services.

Enforce Recreation Center rules and regulations; assist with formation and update of facility rules and regulations.

Assess facility and equipment needs and fee structures; evaluate services and programs and recommend enhancements/modifications.

Collect and account for fees, charges, and revenues generated at the Recreation Center.

Inspect facility conditions and monitor activities and operations of facility; oversee maintenance of the facility and prepare and administer facility maintenance contracts.

Oversee the periodic public rental of parts of the facility.

Maintain pool and whirlpool for water quality; send water samples to Health Department; check pool level, temperature, backwash, vacuum, deck area, locker rooms, sauna, wading pool, and swimming pool to ensure proper operation and maintenance.

Ensure that building is secured at closing time.

Recreation Programs Assignment

Plan, prioritize, assign, coordinate, supervise, and review the work of staff responsible for

providing recreation programs, services, and activities including recreational classes, health and fitness classes, aquatics classes, tournaments, special events, and sports leagues.

Plan, schedule and supervise indoor and/or outdoor games such as soccer, basketball, volleyball, track and field, swimming lessons and meets, and special events; conduct league and group meetings.

Enforce all departmental rules and policies, as well as processes/procedures specific to certain sports/leagues.

Coordinate with Parks Division, Recreation Center, Pavilion, schools, and other agencies for use of facilities.

Collect and account for fees, charges, and revenues generated by programs.

Evaluate programs and services and recommend enhancements/modifications.

Manage the Pavilion.

Duties Required of all Positions

Select, train, motivate, and evaluate assigned personnel; provide or coordinate staff training; work with employees to correct deficiencies.

Recommend and assist in the implementation of recreation program goals and objectives; establish schedules and methods for providing recreation services; implement policies and procedures.

Research and prepare grants and determine other sources of revenue.

Participate in the preparation and administration of the assigned budget; submit budget recommendations; monitor expenditures.

Respond to and resolve inquiries and complaints.

Evaluate community needs and interests; prepare community surveys; recommend new recreation programs to meet community needs.

Prepare promotional and marketing materials, brochures, posters, program evaluations, and correspondence; develop and oversee marketing and advertising campaigns.

Prepare and deliver effective oral presentations to civic, social, and business groups; consult with business, school officials, social and service groups, and the public regarding programs and facilities.

Oversee the management of capital improvement projects.

Attend and participate in professional group meetings; stay abreast of new trends and innovations in recreation.

Prepare reports and correspondence.

OTHER JOB RELATED DUTIES

Perform related duties and responsibilities as assigned.

ESSENTIAL JOB RELATED QUALIFICATIONS

Knowledge of:

Operations, services, and activities of a comprehensive recreation program, including programs and facilities operation.

Principles and practices of recreation and leisure program development for all age groups.

Principles of supervision, training, and performance evaluation.

Procedures, methods, and techniques of recreation program development, administration, and promotion.

Rules, practices, techniques, and equipment used in specialized recreation activities.

Pertinent federal, state, and local laws, codes, and regulations.

Techniques used in public relations.

Modern office practices, methods, and computer equipment.

Principles and procedures of recordkeeping and reporting.

Principles of business mathematics and accounting procedures.

Safe driving principles and practices.

CPR and First Aid.

Principles of budget preparation and control.

Occupational hazards and standard safety practices necessary in area of assigned work.

Skill to:

Operate modern office equipment including computer equipment and software.

Operate a motor vehicle safely.

Ability to:

Supervise, organize, and review the work of technical, seasonal, part time, and volunteer personnel.

Perform professional level recreation program planning, scheduling, and implementation in one or more specialized areas.

Analyze and evaluate community needs and work with community organizations in developing recreation programs.

Select, supervise, train, and evaluate staff.

Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.

Interpret and apply the policies, procedures, laws, and regulations pertaining to assigned recreation programs and functions.

Prepare and maintain accurate and complete records.

Prepare clear and concise reports.

Respond to requests and inquiries from the general public.

Communicate clearly and concisely, both orally and in writing.

Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

MINIMUM QUALIFICATIONS

Experience:

Seven years of responsible professional experience in recreation and leisure programs and recreation center management including some supervisory experience. Responsible administrative work in a parks and recreation organization, volunteer work with recreation and leisure programs, and facility management experience may be included as part of the seven years of experience.

Education or Training:

Bachelor's degree from an accredited college or university with major coursework in recreation administration, physical education, or a related field is desirable. In the absence of a degree, equivalent training and coursework is required.

License or Certificate:

Possession of, or ability to obtain, an appropriate, valid driver's license.

Possession of, or ability to obtain within the first year on the job, a Certified Park and Recreation Professional (CPRP) Certification and/or an Associate Park and Recreation Professional (APRP) Certification.

Possession of First Aid and CPR Certificates.

If assigned to supervise, coordinate, and evaluate the aquatic programs, the ability to obtain an Aquatics Facility Operator (AFO) Certification and/or a Certified Pool Operator (CPO) Certification.

SPECIAL REQUIREMENTS

Essential duties require the following physical skills and work environment:

Ability to sit, stand, walk, run, kneel, crouch, stoop, squat, and lift 25 lbs.; exposure to outdoors;

ability to travel to different sites and locations; availability for evening meetings and events scheduled during non-working hours.

Effective date: June 19, 2007

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