



SUMMARY

Under direction, develops, implements, monitors, evaluates, and supervises the operations of assigned recreation program areas and facility operations. Areas of responsibility include, but are not limited to: sports, fitness, facility rentals, aquatics, concession operations, recreation classes, cultural activities, enrichment programs and services, special events, facility operations and rentals, District-wide custodial services, and customer and business services, as well as facility management. Hires, trains, evaluates, and supervises staff; initiates new community-based programs and activities; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from higher-level management staff. Exercises direct supervision over assigned staff and volunteers.

DISTINGUISHING CHARACTERISTICS

The Recreation Supervisor is a direct supervisory level class responsible for supervising staff, facility and custodial operations, programs, services, and activities of program areas and affiliated facilities to maximize service delivery to the community. Performance requires the use of independence, initiative, and discretion. This classification is distinguished from the Department Manager in that the latter is responsible for strategic planning and management of all District recreation programs and facility operations.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

1. Develops, implements, monitors, evaluates, and supervises the operations of assigned recreation program areas and facility operations.
2. Oversees and supervises the activities of subordinate staff and volunteers; selects, assigns, trains, directs, schedules, and monitors staff duties; evaluates employee performance and initiates disciplinary actions when needed.
3. Responsible for the appropriate training of employees in assigned areas of responsibility; plans and conducts in-service training programs; monitors status of required licenses and certifications; structures the evaluation and professional development of program staff to ensure a high performing team.
4. Oversees and manages contract services.
5. Conducts research to identify programs of value and interest to the community; evaluates program effectiveness and viability; makes recommendations on new programs or modifications of existing programs to meet community needs.
6. Serves as a liaison and resource for community agencies and other organizations; performs community outreach to promote recreational programs and stimulate interest in District offerings.
7. Serves as District representative with external organizations; attends and/or speaks at meetings, community and professional functions, and conferences as assigned.
8. Works collaboratively with other departments; confers regularly with other supervisors and managers.
9. Prepares marketing materials, such as course descriptions, program brochures, newsletters, and announcements; uses social media and other forums to maximize community outreach and participation.
10. Develops, implements, and recommends effective maintenance and safety programs, procedures, and guidelines; conducts periodic inspections and ensures program facilities are properly maintained for optimal safety.
11. Performs routine facility maintenance and ensures repairs are completed as needed.
12. Responsible for supervising and coordinating logistics for facility rentals, including, but not limited to, providing tours and information to prospective renters, and implementing details outlined in rental agreements to ensure events are properly executed with optimal satisfaction.
13. Monitors inventory, orders supplies, and maintains purchase records within authorized budget.
14. Prepares and manages program budget and grants; projects revenue and expenditures; monitors and tracks expenditures and fees collected; monitors inventory and purchases authorized supplies and equipment.
15. Manages fee collection, accounting activities, and program registration in assigned areas; reviews records and files to ensure proper accounting and documentation consistent with District policies and procedures.
16. Identifies grant opportunities; develops and prepares grant proposals.
17. Maintains records on program activities, attendance, and other pertinent information; prepares a variety of



operational and business reports, and associated correspondence.

18. Assists with District special events as needed.

19. Performs other duties as assigned.

QUALIFICATIONS

Education and Experience:

- Bachelor's degree in recreation, physical education, or a related field;
- **AND**
- Five years of relevant work experience in assigned program area, with at least one year in a supervisory capacity.
- **OR**
- Any combination of training, education, and experience that would provide the required knowledge, skills, and abilities.

Knowledge of:

- Principles, practices, methods, and techniques of planning, developing, implementing, and evaluating assigned recreation programming and facility management.
- Principles and practices of supervision and leadership, including work planning, assignment review, evaluation, discipline, and training.
- Relevant laws, rules, regulations, policies, and procedures.
- Occupational hazards and related safety precautions.
- Principles and practices of grant writing and management.
- Principles and practices of administrative procedures, recordkeeping, budgeting and financial management.
- Principles and practices of contract and procurement administration.
- Principles and techniques for fostering effective work groups, inter-departmental relations, and community partnerships while providing high level of customer service.
- Modern office practices, methods, and computer equipment and applications.

Ability to:

- Select, supervise, and lead staff and volunteers, including planning, organizing, training, evaluating, and coordinating the work of multiple assigned program areas and working teams.
- Plan and develop policies and procedures to benefit participants in a variety of recreational programs, activities, services, and custodial and facility operations.
- Use, operate, and maintain a variety of operational equipment, custodial supplies, chemicals, and audio-visual equipment.
- Administer first aid, CPR, and AED, as needed.
- Maintain order and safety in a crowded and noisy environment.
- Maintain facilities and equipment in a clean, safe, and secure manner.
- Respond appropriately to changing situations.
- Identify and analyze community needs and promote interest in assigned program areas.
- Understand, interpret, and apply all relevant laws, rules, regulations, policies, and procedures.
- Manage budget development and monitor program revenue and expenses with accurate financial records and reports.
- Develop marketing materials, public relations programs, and presentations.
- Speak effectively in public.
- Independently organize work, set priorities, meet deadlines, and follow up on assignments.
- Demonstrate strong customer service skills and establish, maintain, and foster positive and effective working relationships.
- Use English effectively to communicate in person, over the telephone, and in writing.



Licenses and Certifications:

- At time of appointment, California Driver's License with a satisfactory driving record maintained throughout employment.
- Completion of American Red Cross First Aid, CPR, and AED training within six months of hire and maintain certification throughout employment.
- Relevant professional certifications are desirable, such as Certified Parks and Recreational Professional.
- For Aquatics related program areas, incumbents must possess at the time of appointment and maintain throughout employment the following certifications:
 - o American Red Cross Lifeguard Instructor,
 - o American Red Cross Water Safety Instructor,
 - o Certified Pool Operator or Aquatics Facility Operator,
 - o Title 22 and Water Safety Instructor Training are highly desirable.

PHYSICAL DEMANDS

Must possess: mobility, strength, and stamina to perform physical work for extended periods of time; to work in a standard office setting and use standard office equipment, including a computer, and to operate a motor vehicle to visit various recreation and meeting sites; to operate a wide variety of cleaning tools and equipment; vision to read printed materials and a computer screen; hearing and speech to communicate in person and over the telephone. Standing in and walking between work areas is frequently required. Finger dexterity is needed to operate tools and equipment, to access, enter, and retrieve data using a computer keyboard and calculator, and/or to operate standard office equipment. Work activities may require standing, walking on uneven and slippery surfaces, reaching, twisting, turning, kneeling, bending, stooping, squatting, crouching, grasping, and making repetitive hand movement in the performance of daily duties. Incumbents must possess the ability to lift, carry, push, and pull materials and objects up to 50 pounds or heavier weights with assistance and/or the use of proper equipment.

ENVIRONMENTAL ELEMENTS

Incumbents work in both indoor and outdoor environments with moderate to loud noise levels, wet and slippery conditions, chemical, mechanical and/or electrical hazards, and hazardous physical substances and fumes. May work in controlled temperature conditions, cold and hot temperatures, or inclement weather conditions. Incumbents will interact with individuals in interpreting and enforcing rules, policies, and procedures.

WORKING CONDITIONS

Incumbents may be assigned an irregular work schedule, including weekends, early mornings, evenings, and holidays.

PRE-EMPLOYMENT CONDITIONS

- Department of Justice fingerprint clearance.
- TB Test

CLASSIFICATION DETAILS/HISTORY

Job Code: 5235L

FLSA Status: Exempt

Supersedes: Recreation Supervisor dated 4/26/2017 & Aquatics Supervisor dated 4/26/17