

RECREATION SUPERVISORDEFINITION

Under direction, plans, organizes and conducts recreation programs and activities, and assigns and supervises the work of personnel involved in these functions.

ESSENTIAL FUNCTIONS INCLUDE BUT ARE NOT LIMITED TO

Plans and supervises the design and implementation of recreational and educational programs at parks, playgrounds and recreation centers, and other facilities. Develops and implements after-school programs, teen activities, parent education programs, mentor programs, gang prevention curriculum, youth excursions, special events, cultural arts programs, leisure classes, aquatics, and other related activities that meet the needs of a multicultural community. Plans, organizes, conducts and supervises leagues, tournaments, contests and exhibitions in citywide municipal sports programs. Recruits and selects part-time personnel; supervises, evaluates and corrects the performance of subordinate personnel. Develops and implements training for subordinate staff and volunteers. Maintains attendance, activity and employee performance/discipline records. Evaluates effectiveness of programs and advises recreation staff on methods of improvement. Analyzes staff, equipment and material needs. Prepares purchase requisitions; orders and distributes supplies. Reviews playground apparatus and makes recommendations regarding recreational facilities. Writes letters, reports and other documents; assists with proposal writing for outside funding and award applications. Works with residents and community organizations to determine local recreation needs, and solicits assistance and support for recreational and educational programs. Prepares bulletins, work and activity schedules, publicity materials, rosters, and attendance reports. Actively participates in Total Quality Service processes. Performs other related functions as assigned.

DISTINGUISHING FEATURES OF THE CLASS

An employee in this class is one of a team of Recreation Supervisors under the direction of the Recreation Superintendent, and may be responsible for all or part of various citywide recreation and prevention programs. This class is distinguished from the next-higher class of Senior Recreation Supervisor by the complexity and responsibility of assignments given. This class is distinguished from the next lower class of Recreation Program Coordinator in that while both classes have responsibility for certain aspects of various recreational activities or programs, the Recreation Supervisor performs the duties of a full supervisor, including training, performance appraisal and discipline.

## RECOMMENDED BASIC QUALIFICATIONS



Two years of recent experience in progressively responsible professional municipal recreation work, one of which must have been at the coordinator level; or any equivalent combination of experience and education, which provides the knowledge, skills, and abilities listed below. Graduation from a college or university with a degree in recreation, physical education, sociology or a related field may be used in combination with experience to meet the minimum qualifications.

## DESIRABLE KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of: recreational, educational and prevention programs and effective strategies, including teen programs, parent and family service programs; objectives and methods of gang prevention and problem resolution; recreational sports activities and programs, such as aquatics; first aid methods and safety practices; group dynamics; community organizations.

Some skill in: teaching and maintaining interest and order in a classroom setting; intervening into early gang-related problems; conflict resolution.

Ability to: Design, implement and coordinate recreational, educational and prevention programs and events; train and supervise the work of subordinates; express ideas effectively orally and in writing; collaborate effectively with other City departments and outside agencies; establish and maintain effective working relationships with other employees, civic organizations, community leaders, schools, parents, special interests groups and the public.

## SPECIAL REQUIREMENTS

Possession and retention of a valid California Class "C" Driver's License is a condition of employment.

## SPECIAL WORKING CONDITIONS

Willingness and ability to work evenings, weekends and holidays.

Class title established per Council Resolution No. 58-281,  
effective 11-1-58

Revised: 9/00

ADA Approved: 9/00