

SENIOR RECREATION CENTER DIRECTORDEFINITION

Under general supervision, is responsible for all operational details of a major recreation center, gymnasium and park; including administration of building, rooms, fields, courts and play areas.

ESSENTIAL FUNCTIONS INCLUDE BUT ARE NOT LIMITED TO

Assigns, guides, checks and corrects the work of subordinate personnel. Assists in organizing and instructing groups, teams, committees, and classes in a wide variety of recreational and educational activities such as athletics, games, arts and crafts, dances, drama, homework assistance, and singing activities at parks, playgrounds, community and senior citizen centers. May coordinate city-wide programs, juvenile delinquency prevention programs, grant-funded programs, and special events. Trains subordinate full- and part-time personnel to provide direct leadership in organization of daily recreation activities. Maintains discipline, attendance and activity records, writes reports describing and evaluating recreation programs and activities. Administers first aid when required. Attends inservice training classes. Inspects recreational areas for safety hazards. Issues and maintains playground, athletic, arts and crafts equipment and supplies. Performs related functions as assigned.

DISTINGUISHING FEATURES OF THE CLASS

This classification is distinguished from the Recreation Center Director classification by the size and complexity of the recreational facility the incumbent supervises. A Senior Recreation Center Director operates a large facility that includes a gymnasium, and is responsible for programming activities that make full use of the capabilities of the facility. Otherwise, the duties and responsibilities are identical to Recreation Center Director.

RECOMMENDED MINIMUM QUALIFICATIONS

Two years of experience leading children, adults or senior citizens in recreational activities, including one year of experience in programming gymnasium activities. Education equivalent to completion of two years of college with coursework in recreation, physical education, sociology, education or related field may be used in combination with experience to meet the knowledge, skills and abilities listed below.

DESIRABLE KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of: objectives and methods of recreational programs; rules and skills involved in a variety of recreational activities; issues pertaining to at-risk youth and juvenile delinquency prevention strategies; first aid methods and safety precautions; group psychology and community organizations.

Some skill in: several of the sports or activities found in recreation programs.

Ability to: plan, organize, direct, instruct and referee various sports, group games and other recreational activities; gain the confidence and arouse the enthusiasm of groups and individuals, and lead them in recreational activities; direct, train and supervise the work of subordinates; express ideas effectively orally and in writing; establish and maintain effective working relationships with the public and the employees.

Bilingual fluency in English/Spanish is desirable.

SPECIAL REQUIREMENTS

Possession and retention of a valid California Class C driver's license is a condition of employment.

CHARACTERISTICS OF SUCCESSFUL PERFORMERS

Successful performers are well organized, enthusiastic individuals who possess the initiative, good judgment and strong communication skills necessary to plan and direct a wide range of recreation programs at a major recreation center. Dynamic leaders with outstanding interpersonal skills, these individuals motivate others to participate in athletic and other recreational activities and work well with people of all ages and cultural/economic backgrounds. They effectively train and direct staff, and assist in providing high quality service to the community.

Class title established per Council Resolution No. 87-59,
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