



RECREATION SUPERVISOR I

DEPARTMENT: COMMUNITY SERVICES
GRADE 17

CHARACTERISTICS OF THE CLASS:

Under the general direction of the Assistant Director of Community Services, the incumbent is responsible for directing the recreation programs of the Community Services Department. Work includes the planning, organizing and directing of a comprehensive recreational program and volunteer services program. The incumbent will be responsible for the maintaining of program and facility safety, and supervision of the programs, operations and personnel of the assigned recreational facility. Work is reviewed through conferences and written reports for adherence to established policies and procedures.

EXAMPLES OF ESSENTIAL FUNCTIONS:

1. Plans, coordinates, supervises and conducts specialized recreational activities in areas of cultural arts, sports, community programs, special events, or therapeutics to achieve departmental and community service goals.
2. Coordinates community wide fund raising activities/events to support and expand community service programs.
3. Plans, assigns, supervises and evaluates the work of full-time, part-time and seasonal staff; oversees the hiring of new employees, conducts interviews, trains and develops staff; maintains employee records.
4. Prepares publicity on recreational activities and programs; solicits active interest, participation and support of neighborhood and community groups.
5. Coordinates center services and the use of center facilities with groups and individuals; schedules and supervises use of facilities by participant groups. Work in conjunction with special events division in Parks and Recreation Department to host various senior dances, contests, and events.
6. Coordinates the outside instructors contracts, insurance requirements, and background screenings. Oversees the performance of the outside instructors, collection of revenue, class requirements, etc., as outlined in the contract.
7. Oversees collecting of and accounting for fees, charges and disbursements; deposits collected monies; maintains records of revenues, expenses and deposits.
8. Maintains activities bulletin board; publishes monthly newsletter; coordinates press releases.
9. Coordinates a community outreach program for persons with special needs, such as Thanksgiving Food Basket Drive and distribution.
10. Coordinates a volunteer program to facilitate the needs of the entire department. Recruits, trains, supervises and places volunteers appropriately with departmental and community needs.

11. Responds to inquiries and complaints from the general public; arranges for public notification of programs and events.
12. Assists in the preparation of departmental budget; recommends operational and budgetary improvements for recreational, volunteer, and health support programs and projects.
13. Maintains liaison with local businesses, the media, other volunteer organizations and the public; organizes and directs fund raising events.
14. Performs inspections of gardens, pool, and other recreational areas; check operation, condition, safety and security of equipment and facilities; coordinate periodic maintenance and repair of equipment and facilities.
15. Coordinates transportation needs with the Transportation Division for appropriate special events, community events and trips, excursions, etc.
16. Performs all other work duties as assigned.

NOTE: The examples of essential functions as listed in this classification specification are not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning specific duties not listed herein if such functions are a logical assignment to the position.

REQUIREMENTS:

A. Training and Experience:

Bachelors Degree in Recreation or Leisure Services or Social Services or related field of study; supplemented by three (3 years) of progressively responsible experience in recreation and/or leisure services, one (1) year of which must have been at the supervisory level; or an equivalent combination of training and experience.

B. Knowledge, Abilities, and Skills:

Knowledge of the principles and practices of community leisure services administration.

Knowledge of safety practices and procedures as applied to recreational, and special programming designed for the geriatric population.

Ability to develop staff and community coordination and support. Ability to establish and maintain effective relationships with employees and the general public.

Ability to develop effective publicity programs.

Ability to communicate effectively, orally and in writing.

C. Physical Requirements: 2

D. Environmental Requirements: 1

E. Sensory Requirements: 3, 6, 8, 9

Revised 8/2007