



RECREATION SUPERVISOR II

DEPARTMENT: COMMUNITY SERVICES
GRADE 18

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 multiple recreation facilities/programs. Work includes the planning, organizing and directing of a comprehensive recreational program, the organizing and promoting of special events, 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 such areas as cultural arts, sports, community programs, special events, or therapeutics to achieve departmental and community service goals.
2. Assists in the planning and operations of special events including; antique shows, fine art and craft show, concerts, adult dances, and holiday celebrations and seasonal events, Grandparents' Day Breakfast, and other events.
3. Plans and assists with various special projects which may vary from year to year, coordinates entire department's uniform order, fundraising efforts and/or collections of food or clothing for various local, national and international charities/disaster relief efforts.
4. 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.
5. Reviews and recommends to a superior that eligible applicants be hired and that subordinate employees be transferred, suspended, promoted, terminated, reassigned or disciplined in the best interest of the program unit and the department.
6. Coordinates community wide fundraising activities to support and expand leisure service programs for adults and seniors.
7. Prepares publicity on recreational activities and programs; solicits active interest, participation and support of neighborhood and community groups.
8. Coordinates center services and the use of center facilities with groups and individuals; schedules and supervises use of facilities by participant groups.
9. 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.

10. Oversees collecting of and accounting for fees, charges and disbursements; deposits collected monies; maintains records of revenues, expenses and deposits.
11. Coordinates a community outreach program for persons with special needs, such as Holiday Food Toy Baskets Drive and distribution.
12. Serves on various community committees as assigned such as Chamber of Commerce.
13. Coordinates a volunteer program to facilitate the needs of the entire department. Recruits, trains, supervises and places volunteers appropriately with departmental and community needs.
14. Responds to inquiries and complaints from the general public; arranges for public notification of programs and events.
15. Assists in the preparation of departmental budget; recommends operational and budgetary improvements for recreational, volunteer, and health support programs and projects.
16. Maintains liaison with local businesses, the media, other volunteer organizations and the public; organizes and directs fund raising events.
17. Coordinates transportation needs with the Transportation Division for appropriate special events, community events and trips, excursions, etc.
18. 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 related field of study; supplemented by three (3 years) of progressively responsible experience in recreation and/or leisure services, two (2) years of which must have been at the supervisory level; or an equivalent combination of training and experience. Must possess a valid State of Florida class "E" driver's license.

B. Knowledge, Abilities, and Skills

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

Knowledge of public facility management from the developmental stage to operational.

Knowledge of safety practices and procedures as applied to recreational, aquatic and athletic programs.

Knowledge of a wide range of recreational and athletic activities and related facilities and equipment.

Knowledge of budgetary development.

Ability to plan, assign and supervise the work of subordinates.

Ability to establish and maintain effective relationships with employees and the general public.

Ability to develop effective publicity programs.

Ability to communicate effectively, verbally and in writing.

C. Physical Requirements: 2

D. Environmental Requirements: 1

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

Revised 8/2007