

RECREATION PROGRAM SUPERVISOR

Job Summary:

Under supervision of the Recreation Program Manager, plans, organizes and supervises classroom and recreational activities, performs varied professional work supervising the operation of a community recreation center (Teen Center). Ensures all requirements are complied and enforced with for the teen recreational and enrichment program. The Recreation Program Supervisor performs complex duties which require substantial knowledge of City recreation programs, policies and procedures as well as performs related duties as required.

Essential Duties and Responsibilities:

(These functions are representative and may not be present in all positions in the class. Management reserves the right to add, modify, change or rescind related duties and work assignments.)

1. Plans, organizes, and supervises a variety of recreational activities at a recreation center.
2. Coordinates activities of leagues and tournaments assigned to recreation center; monitors and maintains work-fair programs.
3. Acts as liaison to the surrounding neighborhood to improve recreational programming and recommends new programs.
4. Monitors registration of participants in programs.
5. Assists in budget preparation and monitors recreation budget expenditures in specified areas; requisitions supplies and equipment.
6. Conducts inspection of facilities and equipment.
7. Manages fund raisers; collects fees, prepares financial recordkeeping forms, and remits monies collected to the Treasurer's office pursuant to City policies and procedures.
8. Drafts and disseminates promotional materials, correspondence and reports.
9. Recruits seasonal, part-time and volunteer staff; supervises trains and evaluates personnel.
10. Manages the shelter management/disaster prevention at assigned site.
11. Monitors contract services provided by outside organizations for special events.
12. Enforces rules and regulations of the City and State Licensing Agency.
13. Works closely with Sheriff's department and gang task forces; monitors and logs daily activity; meets and confers with Sheriff supervision personnel on a daily basis.
14. Provides information to and consults with City staff and the public; resolves issues and complaints.
15. Attends meetings and training sessions.
16. Performs related duties as required.

Qualification Guidelines:

A typical way to obtain the requisite qualifications to perform the duties of this class is as follows:

Education and Experience:

Associate's degree in recreation or related field and two (2) years of full-time, paid experience in Recreation and two (2) years paid experience supervising a teen center or comparable youth center programs in a lead or supervisory capacity. Experience and/or education in a related field may be substituted on a year for year basis.

Knowledge of:

- Methods and techniques of developing and organizing school age educational and recreational activities.
- Rules, practices, and equipment used in specialized school age and teen activities.

- Principles of supervision, training, and evaluation.
- Programs' goals and objectives.
- Program organization and development techniques. Community resources, needs, and limitations.
- Methods and techniques of developing and organizing group recreational activities such as leagues, arts and crafts, clubs, special events and tournaments.
- Basic budgeting practices and procedures.
- Basic purchasing practices and contract administration.
- City organization, operations, policies, and objectives.
- Personal computer software and hardware.
- Office practices and procedures.
- General Recordkeeping practices.
- Interpersonal skills using tact, patience, and courtesy.
- Applicable laws, codes, regulations, policies, and procedures.
- First Aid and CPR for children.
- Requirements of maintaining buildings in a safe, clean and orderly condition.

Skill and/or Ability to:

- Initiate specialized school age educational and recreational activities.
- Establish and maintain effective working relationship with others.
- Train, supervise, and evaluate staff.
- Develop promotional strategies, techniques, and materials used in attracting the public.
- Read, interpret, apply, and explain related rules, policies, and procedures.
- Maintain accurate records and prepare clear and concise reports.
- Identify and analyze problems and take effective corrective action.
- Effectively communicate orally and in writing; make effective oral presentations
- Operate computers and related software.

License and Certificates:

Possession of valid California Class C driver's license. Employee in this classification will be enrolled in the Department of Motor Vehicles (DMV) Government Employer Pull Notice Program, which confirms possession of a valid driver's license and reflects driving record. Possession of valid Red Cross standard certificates in First Aid and CPR. Verification of a negative TB test or chest x-ray. Must pass fingerprint clearance test for all appropriate agencies, (FBI, Department of Justice, Child Abuse Index Services, etc.).

Physical Requirements and Working Conditions:

Employee accommodations for physical or mental disabilities will be considered on a case-by-case basis. Positions in this class normally:

- Require the mobility to stand, walk, stoop, kneel, crouch, reach and bend.
- Require mobility of arms to reach and dexterity of hands to grasp and manipulate small objects.
- Perform lifting, pushing and/or pulling which does not exceed 50 pounds and is an infrequent aspect of the job.
- May be required to work around loud noise.
- Require the ability to stand for long periods.
- Require to work evenings and/or weekends.
- Is subject to inside and outside environmental conditions.
- May be required to use City and/or personal vehicle in the course of employment.