

**CLASS SPECIFICATION**

**RECREATION SUPERVISOR**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

**DEFINITION**

Under general direction, to supervise, plan and coordinate recreation programs and activities at an assigned community center or pool facility including after school programs, contractual classes, youth activities, sports leagues, cultural affairs, special events, facility rental and senior citizen services; to supervise staff; to coordinate assigned activities with other divisions, outside agencies and the general public; and to perform a variety of tasks relative to assigned area of responsibility.

**EXAMPLES OF DUTIES**--*Examples of duties performed by employees in this class may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.*

Coordinates the organization, staffing and operational activities for recreation programs and activities at an assigned community center or pool facility, including after school programs, contractual classes, youth activities, sports leagues, cultural affairs, special events, facility rental and senior citizen services; participates in the development and implementation of goals, objectives, policies and priorities; recommends and implements resulting policies and procedures; identifies opportunities for improving service delivery methods and procedures; identifies resource needs; reviews with appropriate management staff; implements improvements; directs, coordinates and reviews the work plan for assigned recreation program services and activities; assigns work activities and projects; monitors work flow; serves as liaison to the community and represents assigned recreation programs; conducts neighborhood meetings for park and community center usage; schedules usage of facilities for special activities; provides information and assistance to users of facilities; monitors, inspects, schedules maintenance for and secures facilities; collects fees for use of recreational facilities; prepares program event and facility marketing material including news releases, flyers, schedules of events, pamphlets and brochures; supervises and evaluates contractual instructors, City staff, volunteers and seasonal employees; coordinates youth sports leagues; develops, conducts and supervises various day camps and teen programs; plans and administers community outreach programs, fund raisers, craft fairs, concert and health fairs for senior citizens; works with social service agencies to provide sufficient health services; coordinates assigned recreation program activities with those of other City departments and recreation programs; coordinates various special and cultural events; evaluates and approves special permit applications; participates in the preparation and administration of assigned budget; submits budget recommendations; monitors expenditures; prepares grant proposals and seeks funding for assigned recreation program area; maintains records and develops reports concerning new or ongoing recreation programs; prepares statistical reports as required; performs related duties and responsibilities as required.

**When assigned to a pool facility:**

Coordinates maintenance of pool including cleaning, sweeping and vacuuming of pool; ensures proper water chemistry levels; monitors chlorine levels and adjusts as needed; ensures proper hiring, training,

and supervision of pool lifeguards, instructors and surf camp instructors; maintains training records and copies of staff certifications; coordinates or conducts first aid and C.P.R. courses; reviews training materials, related emergency first aid, and advanced water rescue techniques; conducts regular patrol of aquatic areas and observes swimmers from pool deck or towers, performs emergency pool rescues and administers first aid and cardiopulmonary resuscitation; instructs employees in aquatic emergency operations; promotes applicable safety laws, codes, and ordinances and rules.

## **MINIMUM QUALIFICATIONS**

### **Knowledge of:**

- Operational characteristics, services and activities of the assigned recreation program;
- Modern and complex principles and practices of planning, administering and coordinating the assigned recreational program and community services;
- Methods, tools and equipment used in program safety, general facility operation and maintenance, and emergency procedures;
- Methods and techniques of facility rental, special event scheduling and coordination;
- Principles and practices of, program development and implementation. - Current community concerns and needs, and appropriate resources to meet those needs;
- Marketing theories, principles and practices and their application to the assigned recreation program;
- Modern office procedures, methods and equipment including computers;
- Principles of business letter writing and basic report preparation;
- Principles of municipal budget preparation and control;
- Principles of supervision, training and performance evaluation; and
- Pertinent Federal, State and local laws, codes and regulations.
- When assigned to pool, must have knowledge of methods and techniques of swimming, water rescue, and lifeguarding. Knowledge of pool equipment and pool maintenance methods and techniques is desirable.

### **Ability to:**

- Supervise, direct and coordinate the work of lower level staff;
- Select, supervise, train and evaluate staff;
- Elicit community and organizational support for assigned recreation programs;
- Coordinate and implement contractual recreation services and classes;
- Evaluate and hire qualified contract staff;
- Coordinate and oversee usage of assigned recreational facilities;
- Develop and implement appropriate and effective community services, special events, sports leagues and youth programs;
- Enforce applicable facility and program rules, codes and regulations;
- Recognize and address the needs of elderly citizens in the community;
- Allocate limited resources in a cost effective manner;
- Interpret and explain City recreation program policies and procedures;
- Prepare clear and concise reports;
- Communicate clearly and concisely, both orally and in writing; and
- Establish and maintain effective working relationships with those contacted in the course of work.
- When assigned to pool, must swim with endurance and proficiency at a level necessary to perform assigned duties.

## **Required Experience, Training, and Certification**

**Experience:** Three years of increasingly responsible recreation program development and implementation experience relative to the assigned program area, including one year of lead supervisory responsibility.

**Training:** Equivalent to a Bachelors degree from an accredited college or university with major course work in recreation, leisure studies or a related field

**Required Licenses and Certifications when assigned to pool:**

- Valid, current C.P.R. certificate
- Valid, current 1<sup>st</sup> Aid certificate
- Current California Driver's License
- Water Safety Instructor certificate
- Valid, current Aquatic Facility Operator Certification from the National Recreation and Park Association, or an equivalent Public Pool Operator certification.
- Valid, current C.P.R. Instructor certificate

**WORKING CONDITIONS**

**Environmental Conditions:** Indoor and outdoor recreational facilities; exposure to outdoor weather conditions; extensive public contact. Recreation Supervisors assigned to a pool facility work around or in pool water, and are exposed to potentially hazardous chemicals and gases, machinery, and pool equipment.

**Physical Conditions:** Essential functions may require maintaining physical ability and mobility necessary for: walking, running, bending, stooping, crouching, kneeling, swimming, twisting, sitting or standing; heavy, moderate or light lifting; use of fingers, hands and arms for reaching, pushing, pulling; frequent speaking and hearing to maintain communication with employees and citizens; exchange information; visual acuity to read or observe and interpret information and events; and traveling to various work locations.

**Special Requirements:** Varied work schedules, including weekends, evenings and holidays.