



## RECREATION SUPERVISOR

Reports to: District Administrator  
Classification: FLSA Exempt; At-Will  
Provides Direction To: Recreation Leader I and II, Recreation Aide, Pool Manager, Assistant Manager, instructors, Pre-School Leaders and Aides, Cashier  
Date Prepared: March 20, 2017

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### **Job Summary/Definition:**

Under administrative direction of the District Administrator, the Recreation Supervisor plans, organizes, supervises, implements, and evaluates all recreation activities, programs and special events designed to meet the recreational needs of the community; and performs other related duties as assigned.

### **Essential Functions:**

1. Recruits, supervises, trains, and evaluates professional and seasonal staff and volunteers in the principles, methods and regulations that apply to the recreation field.
2. Plan, organize and direct major recreation projects and programs such as aquatic services, softball leagues, preschool, before and after school care, summer camps and special events.
3. Monitors the budget for assigned unit; prepares budget requests by evaluating current needs and researching future facilities, equipment and supplies needs.
4. Inspects and evaluates the effectiveness of existing recreation programs, services, facilities and initiates revision or modification of the programs to meet the changing needs of the community.
5. Edits and formats information for seasonal activity guide, prepares promotional materials for programs and special events.
6. Inputs data and assures accuracy of information on District's website and program registration system.
7. Hires, prepares contracts for, and supervises independent program contractors, performing artists and food vendors.
8. Participates in special recreational, environmental and master planning studies and activities. Attends meetings of professional groups.
9. Reviews, prepares and presents reports on recreational activities to the District Administrator or Board of Directors.
10. Answer phones and takes registrations at front counter. Responds to complaints and requests for information. Occasionally prepares payroll, claims and deposits.

## **Qualifications Guidelines**

*Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

### **Knowledge of:**

- Principles and techniques of organization, management, supervision and training.
- Principles and practices of planning, organization and budgeting.
- Recreational programs, activities, and special events.
- Marketing and communications methods and practices.

### **Ability to:**

- Create, promote, and conduct a successful recreation department that provides enjoyment for varied ages and interests.
- Communicate effectively with staff, contractors, vendors, and the general public.
- Make oral and written presentations.

### **License or Certificate:**

Possession of, or ability to obtain, an appropriate, valid Class C California driver's license.

### **Other Requirements:**

Ability to work weekends or extended hours for special events and activities.

### **Education/Training:**

Equivalent to a Bachelor's degree from an accredited four-year college or university with a major in leisure services, recreation management, physical education, or a related field is required.

### **Experience:**

Two years of professional recreation and program planning experience is required, including supervisory, administrative, and program planning work.

## **PHYSICAL AND MENTAL DEMANDS**

*The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

### **Physical Demands**

While performing the duties of this class, the employee is regularly required to sit, stand, walk, talk, and hear, both in person and by telephone; use hands to finger, handle, feel or operate standard office equipment; and reach with hands and arms above and below shoulder level; stoop, kneel, or crouch to access or place records or files; lift and carry records and documents, typically weighing less than 20 pounds. The employee must be able to physically lift, push, pull, and/or carry materials and equipment used for special events weighing up to 50 pounds.

Sensory demands include the ability to see within normal range, and talk, and hear

### **Mental Demands**

While performing the duties of this class, the employee is regularly required to use oral and written communication skills; read and interpret data, information and documents; analyze and solve problems; observe and interpret data and situations; use math and mathematical reasoning; perform highly detailed work under changing, intensive deadlines, on multiple concurrent tasks; work with constant interruptions; and interact with media, contractors, staff, facilities users, and others encountered in the course of work.

### **Work Environment**

The employee works in both office and field settings, and occasional travel is required to different community centers, events, as well as user group and public meeting sites.

In the office setting, the noise level is moderate typically below 70 decibels.

In field settings, the employee is exposed to loud noise during sporting and recreational activities and works under variable weather conditions at different sites and events. Occasional noise exposure exceeds 80 decibels.