



RECREATION SUPERVISOR			
DEPARTMENT:	RECREATION & COMMUNITY SERVICES	CLASSIFICATION:	EXEMPT/ MID-MANAGEMENT
CREATED/ UPDATED:	MARCH 2020	PAY GRADE:	44

JOB SUMMARY

Under general supervision of the Director of Recreation & Community Services or designee, , plan, organize, implement, evaluate and direct operations and activities related to assigned Parks and Recreation community programs; coordinate and manage the development and implementation of program guidelines, goals, objectives and procedures to enhance recreational activities for the community. Program areas may include one or more of the following: seniors, adult, teen and youth recreation, social services, sports, aquatics, special events, camps, classes, arts, child care, special interest, facility supervision and other related activities and programs.

SUPERVISION EXERCISED/RECEIVED

Receives general direction from the Director of Recreation and Community Services or designee. Exercises supervision over technical, administrative support, part-time staff, and volunteers.

ESSENTIAL DUTIES

Plan, organize, schedule and direct operations and activities related to assigned Parks and Recreation community programs such as the senior center, library, aquatics, tourism, youth and adult sports, special events; conduct research in the development and implementation of program activities; assure program activities comply with established City guidelines, regulations and procedures.

Coordinate and manage the development and implementation of program guidelines, goals, objectives and procedures to enhance recreational activities for the community; monitor and evaluate programs to determine effectiveness; provide recommendations concerning termination and expansion of assigned programs.

Plan, organize, schedule, coordinate and direct the activities or operation of assigned program(s). Coordinate program logistics including scheduling, obtaining facilities, assisting with equipment and uniform acquisition, and providing materials and supplies. Monitor program activities and operations, and assist in ensuring program compliance with applicable laws, rules and regulations. Assess equipment and supply needs and recommend necessary purchases; maintain appropriate inventory of equipment and supplies.

Work directly with the Manteca Unified School District as well as parks maintenance staff regarding facilities, services and scheduling.

Coordinate communications and information between administrators, staff, volunteers, outside agencies, community resources and the public to assure smooth and efficient program operations; resolve issues as appropriate; collaborate with personnel, volunteers, independent contractors and others to provide recreational activities to the community.

Recruit, interview, train, supervise and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions.

Coordinate and conduct public relations activities to enhance community understanding of program objectives, services and activities; respond to inquiries and provide information concerning program activities, policies, procedures and objectives; prepare information, assemble informational packets and disseminate materials to encourage program participation.

Act as a liaison between the public and City staff; maintain good lines of communication with City Staff, various community groups, advisory commissions, other governmental agencies, and non-profit agencies for the development of programs to address community needs.

Travel to various locations in the recruitment and development of local partners, volunteers and community resources; prepare and deliver oral presentations concerning program services, goals, objectives and activities; research, establish and develop financial resources; maintain contact with local partners and provide current information concerning program activities.

Develop and prepare the annual preliminary budget for assigned community programs; control and authorize expenditures in accordance with established limitations.

Prepare and maintain activity calendars for assigned programs; arrange outside facilities for program activities as necessary; oversee program registration activities; collect monies and fees for assigned programs.

Monitor inventory levels of program supplies and equipment; order, receive and maintain inventory of program supplies and equipment; process invoices and arrange payments for outside contractors and agencies as directed.

Prepare and maintain a variety of records and reports related to program activities, personnel, expenses, purchase requisitions, program statistics and assigned duties.

Coordinate and conduct a variety of meetings and training sessions; attend a variety of administrative meetings and provide information concerning assigned programs; prepare related agenda items, proposals and support materials.

Coordinate and oversee special events and projects related to assigned programs.

Performs other duties as assigned.

MINIMUM QUALIFICATIONS

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

Education:

Graduation from an accredited college or university with a Bachelor's degree in recreation, physical education, social services, or a closely related field.

Experience:

A minimum of two years' experience in community service or recreation programs, with at least one year of supervisory experience.

Aquatic Programs: Minimum of three years of aquatic programming with at least one year supervisory experience. Ability to fully train and certify Lifeguard/swim instructors.

Certifications:

- Possession of a California Class "C" drivers' license.
- Possession of, or ability to obtain, Lifesaving Certification (Red Cross, YMCA or Ellis), CPR/AED, Title 22 First Aid, WSI and Instructor Trainer.

Knowledge, Skills & Abilities:

Knowledge of:

- Planning, organization and direction of assigned Parks and Recreation community programs.
- Policies, goals and objectives of the Parks and Recreation department.
- Principles and practices of supervision and training.
- Applicable laws, codes, regulations, policies and procedures.
- Operation of standard office equipment including a computer and assigned software.
- Budget preparation and control.
- Technical aspects of field of specialty.
- Record-keeping and report preparation techniques.
- Basic public relations techniques.
- Oral and written communication skills.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Inventory practices and procedures.
- Interpersonal skills using tact, patience and courtesy.
- Health and safety regulations and procedures.

Ability to:

- Coordinate and manage the development and implementation of program guidelines, goals, objectives and procedures to enhance recreational activities for the community.
- Train and evaluate the performance of assigned personnel.
- Interpret, apply and explain rules, regulations, policies and procedures.
- Monitor and evaluate programs to determine effectiveness and provide recommendations.
- Coordinate and conduct public relations activities to enhance community understanding of program objectives, services and activities.
- Prepare information, assemble informational packets and disseminate materials to encourage community involvement in assigned programs.
- Prepare and deliver oral presentations.

- Analyze situations accurately and adopt an effective course of action.
- Estimate equipment and supply needs and initiate requisitions.
- Observe health and safety regulations.
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others.
- Work independently with little direction.
- Maintain records and prepare reports.

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:

Indoor and outdoor work environment with ability to work a flexible work schedule, depending upon program needs, including working evenings, weekends, holidays and shifting assignments as program needs change. The noise level in the work environment can vary, ranging from quiet to loud. Stand, walk, sit, kneel, stoop and crouch for prolonged periods; reach with hands and arms; talk and hear; use hands to finger, handle, feel or operate objects and tools and operate motorized vehicles and equipment. Occasionally lift and/or move up to 40 pounds. Specific vision requirements of this job include close vision, distance vision, peripheral vision, and the ability to adjust focus. Incumbents required to use vision and/ or hearing to identify and evaluate field emergencies, and to respond physically to these emergencies quickly and appropriately.

Mental Demands:

While performing the duties of this class, the employee is regularly required to use oral and written communication skills; exercise sound judgement in the absence of specific guidelines; establish priorities and work on multiple assignments and projects concurrently, and meet intense and changing guidelines given continual interruptions.

