



## EMPLOYMENT OPPORTUNITY

### Recreation Supervisor

**Salary:** \$ 4,845 - \$6,846 Monthly

**Job Type:** Full-Time, Exempt

**Department:** Parks & Recreation

**Benefits:** Benefits Eligible

#### The Position

Under general direction, plans, directs, administers, organizes, coordinates, and provides direction and oversight for several recreation programs; supervises programs which may include senior programs, youth programs, aquatics, youth sports, adult sports, summer programs, after-school programs, special interest classes, special events, and training; supervises recreation and sports facilities, including athletic fields, swimming pool, tennis courts, recreation centers, and parks on a seasonal or year-round basis; provides highly complex professional assistance to the Director of Parks & Recreation in areas of expertise; fosters cooperative working relationships with various public and private groups; and performs related work as required.

#### Job Functions

- Plans, administers, organizes, supervises, coordinates, reviews, and evaluates recreational programs and related activities at multiple sites, such as pre-school and school age children's programs, senior service programs, rental of Town facilities for private functions, summer day camps, athletic and aquatic programs and facilities, and a variety of special community and fund-raising events.
- Plans, organizes, assigns, trains, directs, and reviews the work of assigned staff and volunteers; plans and oversees the recruitment, selection, and evaluation of staff; ensures the most effective use of staff and materials resources; provides for the training of staff in work procedures and recreation activities.
- Evaluates employee performance, counsels employees, and effectively recommends initial disciplinary action; assists in selection and promotion.
- Determines equipment, materials, and staffing needs for assigned recreation programs; participates in the annual budget preparation; prepares detailed cost estimates with appropriate justifications, as required; directs the maintenance of a variety of records and prepares complex reports of work performance.
- Oversees the monitoring and control of supplies, materials, and equipment; delegates the ordering of supplies and materials; reviews and approves all requests of expenditures by assigned staff; oversees the preparation of documents for equipment procurement; plans, organizes, and oversees bid processes for maintenance and repair of facilities and equipment, as necessary.
- Plans, directs, organizes, and supervises multiple and varied recreation programs within a major recreational area, such as youth programs, aquatics, youth sports, adult sports, summer programs, after-school programs, special interest classes, special events, and training.
- Develops, implements, and monitors goals, objectives, policies, and priorities for designated program areas reflective of the community's needs and the Town's and Division's overall goals, policies, and ordinances, and in compliance with applicable Federal, State, and local rules, regulations, and guidelines.
- Designs and implements new and modified programs and projects within designated program area based on analyses and assessment of the community's recreational needs and priorities; develops program objectives, designs plan of action, projects resource needs and requirements, and schedules times and facilities.
- Communicates with participants on an on-going basis; delegates and oversees the production of flyers, calendars, newsletters, and other promotional materials to inform the community of programs and upcoming events.
- Acts as a liaison to local residents, governmental agencies, community groups, private businesses, and others concerning questions, problems, concerns, and activities in the provision of recreation programs.

- Works with community groups and residents in the development and coordination of programs; manages the scheduling of activities, games, classes, and events.
- Prepares resource, revenue, and expenditure projections for designated program areas for the Recreation Division's annual budget; administers and monitors assigned budget monies; tracks and analyzes revenues and expenditures on an ongoing basis and makes budget adjustments as necessary.
- Oversees the design and preparation of a variety of publicity/informational strategies and materials; reviews special announcements and informational bulletins developed by subordinate staff; disseminates through appropriate channels to targeted community members.
- Develops, monitors, and tracks sponsorships and partner opportunities; maintains contacts and negotiates with vendors; conducts fundraising events.
- Manages the coordination of special events activities with other Town departments, divisions, outside agencies, and service providers; serves as the Recreation Division's staff liaison to various Town commissions and community groups as assigned.
- Plans, coordinates, and supervises the collection of data regarding the effectiveness of current programs as well as the community's future needs; conducts comprehensive analyses for planning and developmental purposes.
- Manages and oversees a variety of program operations and facility maintenance activities, as well as facility rentals and usage.
- Ensures that programs and facilities are in compliance with applicable State, County, and Town regulations.
- Coordinates first aid, CPR and other safety training for Recreation and other Town staff; provides training to the public, as assigned.
- Handles medical emergencies and injuries; provides first aid and/or adult and child cardiopulmonary resuscitation; contacts police, fire and emergency medical services as required.
- Performs other duties as assigned.

### Qualifications

*Any combination of training and experience which would provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the required qualifications would be:*

Equivalent to graduation from an accredited four-year college or university with major coursework in recreation, human services, physical education, or a related field and three (3) years of recreation experience with a minimum of one (1) year in a supervisory role. Experience in a municipal setting with a focus on special events, sports programming, and/or contract classes is highly desired.

**License:** Valid California class C driver's license with satisfactory driving record and automobile insurance.

**Certification:** Cardiopulmonary Resuscitation Certificate, (CPR) for infant, child and adult; Standard First Aid Certificate.

### Selection Process

A completed Town employment application is required by the close of recruitment on **Thursday, November 10<sup>th</sup>, 2022, at 5:30pm**. Application packages are available at the Town of Apple Valley, 14975 Dale Evans Parkway, Apple Valley 92307, or on our website at [www.applevalley.org](http://www.applevalley.org). Applications may be completed online, or mailed/delivered to 14955 Dale Evans Parkway, Apple Valley 92307. The Town of Apple Valley participates in the E-Verify program.

The Town of Apple Valley does not discriminate on the basis of age, sex, race, religion, national origin, marital status, sexual orientation, or handicap status in its employment actions. If applicant has a disability that may require an accommodation, please contact Human Resources in writing at time application is submitted.