



Senior Recreation Supervisor

SUMMARY

Under general direction, develops, plans, directs, administers, organizes, coordinates, and provides direction and oversight for Townwide recreation programs and clerical operations of the recreational division; oversees, plans, and organizes special events associated with specific recreation programs; supervises, assigns, reviews, and participates in the work of part-time staff, seasonal employees, and volunteers responsible for providing assigned recreation program services and activities; supervises recreation and sports facilities, including athletic fields, swimming pool, tennis courts, recreation centers, and parks on a seasonal or year-round basis; ensures work quality and adherence to established policies and procedures; performs the more technical and complex tasks relative to assigned area of responsibility; provides strategic department planning and represents department when Director of Parks and Recreations is not available; performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Director of Parks and Recreation. Exercises general supervision over professional, technical, and clerical recreation staff, as well as contract workers and/or volunteers.

ESSENTIAL FUNCTIONS -- *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and duties performed by incumbents of this class. Employees are required to be in attendance and prepared to begin work at their assigned work location on the specified days and hours. Factors such as regular attendance at the job are not routinely listed in job descriptions but are an essential function. Management reserves the right to add, modify, change or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job. Essential duties and responsibilities **may** include, but are not limited to, the following:*

- Develops, plans, organizes, and oversees a variety of Townwide recreation programs, including, youth programs, aquatics, youth sports, adult sports, summer programs, afterschool programs, arts and crafts, contract classes, special events and training; oversees front counter clerical staff and operations.
- 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.
- Develops new programs based on needs assessment and current community trends, including estimation of needed resources such as staffing, budget, and other resources.
- 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.
- 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 disciplinary action; assists in selection and promotion.
- 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.
- Participates in the development and administration of assigned program budget; forecast funds needed for staffing, equipment, materials, and supplies; monitors and approves expenditures; recommends adjustments as necessary.
- Maintains and reviews records related to program activities/events; prepares and submits a variety of reports and memoranda on related subjects.
- Identifies opportunities for improving service delivery methods and procedures; ensures appropriate safety precautions and procedures are observed by staff and participants; identifies resource needs; reviews with appropriate management staff; implements improvements.
- 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.
- 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.
- Develops new programs based on needs assessment and current community trends, including estimation of needed resources such as staffing, budget, and other resources.
- Finalizes and presents recommendations for new program recommendations.
- 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.
- 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.

DISTINGUISHING CHARACTERISTICS

This is the advanced supervisory-level class in the recreation series that oversees all major programs within the Recreation Division. Specific responsibilities may vary, depending upon the site, programs, or projects to which assigned; however, all assignments require comprehensive knowledge of the development and provision of recreation services, the ability to organize and

oversee the work of staff and/or volunteers, and the ability to execute various administrative responsibilities. This class is distinguished from the Parks and Recreation Manager in that the latter has significant decision-making and management responsibility for all recreation and facilities maintenance and operations functions and activities of the Town.

MINIMUM QUALIFICATIONS

Education, Training, and Experience Guidelines

An equivalent combination of training and experience that would provide the required knowledge, skills and abilities may be considered. 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, public administration, or a related field and Four (4) years of increasingly responsible experience in coordinating recreational programs, including supervision of recreation staff.

LICENSE AND CERTIFICATION REQUIREMENTS

- Valid California class C driver's license with satisfactory driving record and automobile insurance.
- Standard First Aid Certificate issued by the American Red Cross.
- CPR Certification.

Knowledge of:

- Principles and practices of employee and volunteer supervision, including work planning, assignment, direction, review, and training, and performance evaluation.
- Principles and practices of recreational program administration, including program development, implementation, review, and evaluation, budgeting, purchasing, and personnel management; service delivery needs related to the program area(s) to which assigned.
- Procedures for planning, implementing, and delegating a variety of recreation and leisure activities and programs through community participation.
- Recreational, age-specific, cultural, and social needs of the community.
- Applicable Federal, State, and local laws, codes, and regulations related to designated program area(s).
- Recent and on-going developments, current literature, and sources of information related to community program planning and administration.
- Safety principles and practices, including basic first aid and health/hygiene.
- Record keeping principles and procedures.
- Modern office practices, methods, and computer equipment.
- Computer applications related to the work.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for dealing effectively with the public, vendors, contractors, and Town staff, in person and over the telephone.
- Techniques for effectively representing the Town in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.
- Techniques for providing a high level of customer service to public and Town staff, in person and over the telephone.

Ability to:

- Plan, supervise, coordinate, review, and evaluate recreation programs.
- Supervise, select, train, motivate, and evaluate the work of staff and volunteers.

- Interpret, apply, and explain applicable Federal, State, and local policies, procedures, laws, and regulations related to designated program area(s).
- Apply Town policies, procedures, and organizational priorities related to various recreational programs as needed.
- Plan, organize, direct, and oversee the implementation of a variety of recreational programs and/or other recreational programs suited to the needs of the community.
- Analyze situations and identify pertinent problems/issues; collect relevant information; evaluate realistic options; and recommend/implement appropriate course of action.
- Respond to medical emergencies and injuries in a calm and effective manner, including providing basic first aid and/or adult and child cardiopulmonary resuscitation.
- Effectively conduct meetings and make presentations to various groups.
- Maintain facilities and equipment in a clean, safe, and secure manner.
- Prepare clear and concise reports, correspondence, and other written materials.
- Establish and maintain a variety of filing, record-keeping, and tracking systems.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

Must possess mobility to work in a standard office and/or recreational facility setting and use standard office and/or recreation equipment, including a computer; to operate a motor vehicle, and to visit various Town and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard. or calculator and to operate standard office equipment. Positions in this classification frequently bend, stoop, kneel, reach, climb, and walk on uneven surfaces to participate in recreational activities; and push and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects necessary to perform job functions.

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Certain positions within this classification may work outdoors and may be exposed to inclement weather conditions and hot and cold temperatures. Incumbents may be exposed to blood and body fluids rendering First Aid and CPR and are required to wear appropriate attire for the recreation activity to which they are assigned. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

**FLSA designations cannot be assigned to a class. An employer must show that each employee meets every requirement of the claimed exemption. The FLSA designation listed above is for general administrative guidelines.*