



EMPLOYMENT OPPORTUNITY

Senior Recreation Supervisor

Salary: \$5,759 - \$8,138 Monthly

Job Type: Full-Time, Exempt

Department: Parks & Recreation

Benefits: Benefits Eligible

The Position

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 the Parks and Recreation Manager is not available; performs related work as required.

Job Functions

- 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.

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, public administration, or a related field and four (4) years of increasingly responsible experience in coordinating recreational programs, including supervision of recreation staff.

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 **Wednesday, September 18th, 2024, at 5:30 pm.** An application package is available at the Town of Apple Valley, 14975 Dale Evans Parkway, Apple Valley 92307, or on our website at www.applevalley.org. Applications may be completed online, or mailed/delivered to 14955 Dale Evans Parkway, Apple Valley 92307 Attn: Human Resources. The Town of Apple Valley participates in the E-Verify program.

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