



## **JOB DESCRIPTION**

### **RECREATION SUPERVISOR II**

#### THE POSITION

Under general supervision, plans, organizes, directs, and supervises comprehensive public and voluntary recreation programs for a community area or facility and provides highly responsible and technical leadership in specialized programs, in accordance with District policies and procedures.

#### ESSENTIAL DUTIES AND RESPONSIBILITIES

Plans, organizes, develops, supervises, and coordinates the implementation of recreational programs, events, and services for a specific community area, facility, or a District-wide program which include the management of private events.

Establishes effective relationships and confers with community members, schools, advisory groups, and commercial concerns to coordinate, evaluate and formalize program proposals.

Provides liaison between community residents and District administration.

Prepares publicity materials and makes presentations to community groups and schools to promote participation.

Establishes and maintains facility use controls.

Develops and administers program budget and recommends equipment acquisitions.

Schedules, supervises, trains, evaluates and disciplines subordinates and contract instructors.

Prepares and maintains a variety of records, reports and correspondence.

Requisitions and maintains inventory of equipment, supplies and materials and monitors their use.

Drives to various sites to perform duties.

Inspects activity areas and instructs athletic or recreation programs.

Issues and monitors field or facility permits and specialized certifications.

Participates in special events planning.

May be required to transport participants or materials.

Carries out supervisory responsibilities in accordance with the District's policies and applicable laws.

Performs other duties as assigned.

#### EMPLOYMENT STANDARDS

Requires ability to: plan and organize; communicate effectively verbally and in writing; prioritize; hire, train, schedule, supervise, evaluate and discipline staff; create, provide and evaluate recreation programs

and activities; provide excellent customer service; address complaints and resolve problems; compile and interpret data for reports; prepare news releases and flyers to promote District and programs; utilize a computer for recreation registration and word processing software; coordinate and maintain independent contractor agreements; and work closely with residents and community groups. Must be able to effectively interact with other agencies, foster confidence in the District and the specific recreation programs for which the Recreation Supervisor II is responsible, actively manage program revenues and expenses, and prepare and interpret various reports. This position has a high level of public interaction, which requires excellent communication and human relation skills, and considerable independent judgment in performing assignments of an on-going nature. Recreation Supervisor II must be able to work schedules that vary by day and time due to the nature of recreation programming.

Education/Experience: Bachelor's degree from an accredited college or university is required. Master's degree is desired. Five or more years of applicable experience managing full-time and part-time staff members, independent contractors, budgeting and recreational programming. Must be able to: solve problems and deal with a variety of variables in situations where only limited standardization exists; interpret a variety of instructions furnished in written or oral form; adapt quickly to new and changing situations; effectively prioritize and manage through completion of a wide variety of administrative tasks with effective results; exercise sound independent judgment; and, provide excellent customer service to the many diverse participants. Requires proficiency in Microsoft Word, Excel, PowerPoint, internet research and use of social media to respond to the public and market recreation programs.

License and Certifications: A valid California driver's license and a good driving record are required. A Recreation Supervisor II may also be required to obtain and maintain additional certifications such as; Adult CPR/AED, Infant/Child CPR, Red Cross Water Safety Instructor, Lifeguard Training, Instructor Trainer Certification and/or Pool Operator.

### PHYSICAL REQUIREMENTS

It is expected that this position will require standing and walking approximately 40% of the time or more; frequent lifting, carrying and occasional push/pulling loads of up to 40 pounds; some bending and occasional kneeling/squatting, reaching overhead/stretching; occasional to frequent climbing stairs.

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