
Position:	Recreation Supervisor	FLSA:	Exempt
Department/Site:	Sports and Recreation	Salary Grade:	31
Reports to/Evaluated by:	Director, Educational Services	Salary Schedule:	Classified Management

SUMMARY

The purpose of the position is to development and supervise sports and recreation activities throughout the district. Employees in this classification perform at management level and are responsible for monitoring sports and recreation activities to ensure the general welfare of participants.

DISTINGUISHING CAREER FEATURES

This position is responsible for the developing, planning, supervising and participating in the day-to-day operations of a variety of community recreational activities and programs. The incumbent works within a framework of established program guidelines and is expected to perform the full range of recreation activities skills including organizing, coordinating and participating in activities and monitoring program effectiveness. The incumbent receives direction when assignments are made and has considerable latitude in selecting work methods. The incumbent is expected to refer to administration for instruction on matters that do not conform to established policy.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Plans, organizes, implements, participates and evaluates a variety of youth and adult recreation and sports programs and activities across the district.
- Provides leadership in the implementation of short and long range plans; coordinates department activities with other departments and agencies as needed.
- Recruits, trains and supervises recreation staff and volunteers.
- Schedules the use of parks, playgrounds and school facilities for program activities.
- Works with local agencies and service organizations to coordinate activities.
- Prepares periodic reports detailing the status of recreation program activities.
- Prepares work schedules, and expedites workflow; studies and standardizes procedures to improve efficiency and effectiveness of operations.
- Performs various administrative and basic budget duties, e.g., collects, counts, tracks, and secures funds for recreation programs. Assists with budget management.
- Works directly with Administrative Assistant on all budgets.

- Develops media releases, fliers and other promotional materials for program activities.
- Prepares reports and processes forms necessary for program administration. Maintains program records.
- Attends all standing meetings with direct supervisor and periodic meetings with Assistant Superintendent, Educational Services.
- Coordinates all facilities with district office and school sites.
- Require evening and weekends schedules.
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge and Skills: Knowledge of the principles and practices of recreational and leisure sports programming development, administration and delivery. Sufficient human relations skills to communicate specific information and to achieve harmony in a work setting. Considerable knowledge of pertinent federal, state and local rules, regulations, ordinances, and other regulatory standards applicable to the work. Knowledge of the objectives and ideals of public recreation, with thorough understanding of activities applicable to a demographically and culturally diverse community. Knowledge of current principles and practices of child safety and instruction work.

Abilities: Must be able to perform all of the essential duties of the position under general guidance. Demonstrated ability to independently maintain and monitor sports and recreation activities. Must be able to understand and follow District policies, procedures, rules and regulations. Requires general arm, hand, leg, and body coordination to use standard sports and recreation equipment. Must be able to orient and train sports and recreation staff. Ability to clearly communicate information both verbally and in writing.

Working Conditions: Work may be performed in a gym or outdoor environment where exposure to noise levels ranging from moderate to loud and occasional to frequent time periods. Occasional extreme cold and heat due to temperatures associated with weather.

Physical Abilities: Working environment requires physical ability to stand for extended periods of time, stoop and infrequently lift objects up to 50 pounds. Requires the ability to stand for extended periods of time, bend, kneel and stoop.

Education and Experience: Bachelor's degree, supplemented with related experience in staff supervision and scheduling preferred; business degree or experience preferred; or equivalent combination of education, training, and experience.

Licenses and Certificates: Requires CPR/First Aid certification and a valid California driver's license.