

RIO LINDA ELVERTA RECREATION AND PARK DISTRICT

RECREATION SUPERVISOR

Job Description

Exempt F/T

Salary Position

\$57,283.20 - \$73,174.40

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

DEFINITION:

Under general direction, develops, implements, monitors, evaluates, and supervises the day-to-day operations of the recreation division; assists with the hiring, training and supervision of volunteers, full-time, and part-time staff; performs other related duties as required.

DISTINGUISHING CHARACTERISTICS:

The **Recreation Supervisor** is the first supervisory level class responsible for planning, overseeing, and directing a variety of community recreation programs, including after school programs, day and summer camp programs, youth and adult classes, teen programs, aquatics programs, sports programs, and arranging special events.

SUPERVISION RECEIVED/EXERCISED:

Receives general direction from the General Manager. Exercises direct supervision over assigned staff, contract employees and volunteers.

ESSENTIAL FUNCTIONS: *The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.*

- Accepts responsibility for supervising the daily operations of an assigned recreation program.
- Develops, implements, monitors, evaluates, and supervises the day-to-day operations of an assigned recreation program; develops classes and programs; recruits contract instructors to provide classes and programs; monitors and evaluates program content; coordinates contract class schedules and room use; oversees and participates in a variety of special events, which depending on assignment may include an annual egg hunt, a Halloween activity, Christmas activity, movie nights, and more.
- Recruits, hires, and completes new hire paperwork; trains, disciplines and schedules staff and volunteers; organizes and leads staff meetings, volunteer meetings, and various training sessions; monitors and verifies staff hours and processes timecards.
- Responds to public inquiries about programs made by telephone, social media, correspondence or during public meetings; promotes public awareness of available recreation activities through the development of flyers, monthly newsletters, news releases, and social media marketing.
- Maintains records and reports on activities, attendance, supplies, and other pertinent information regarding recreation programs and activities; fills out and maintains band aide reports and accident reports; follows-up with parents after accident reports; performs minor cleaning duties after various projects.
- Develops a recommended budget for all program areas; monitors and tracks expenditures; monitors and tracks fees collected; works with contract instructors to negotiate fee contracts; approves program refunds; purchases all supplies and equipment for programs and special events; create and updates the District's web page for assigned program activities; inputs and monitors programs into the Districts registration software; monitors and tracks registration.

- Establishes positive working relationships with representatives of community organizations, state/local agencies, District management and staff and the public.

When assigned to Youth Programs (Day Camp, After School Program, Preschool Programs, Summer Camp, special classes):

- Develops program content in conjunction with part-time staff for Day Camp, after school programs and Summer Camp; provides direction to staff; may work directly with children.
- Manages discipline issues with program participants, interacts with parents; communicates and coordinates school district calendars and transportation schedules for Day Camp and after school programs.

When assigned to Sports:

- Schedules the use of gym time and fields with the School District; works with Parks Department to schedule sports leagues to ensure fields are properly set-up for games; schedules and negotiates contracts with officials; recruits volunteer coaches.
- Creates rules and regulations for all sports programs; updates standings for leagues.
- Negotiates and establishes contracts with vendors

When assigned to Aquatics:

- Trains staff in CPR, First Aide, Life Guarding and other areas required for pool safety; schedules pool facilities for swim lessons, rentals, and open swims; works closely with the Pool Manager to ensure scheduling and content for aquatics programs are running smoothly.
- Manages District Swim Team planning, scheduling, and administering meetings

When assigned to Facility Rentals:

- Schedules the use of indoor and outdoor facilities
- Reviews facility permit applications, approves rentals, and schedules staff for rental dates
- Acquires contracted security or law enforcement depending on rental specifics
- Update policies and procedures to keep facilities in line with market best practices, local, and state laws and guidelines

REQUIRED KNOWLEDGE, ABILITIES, AND SKILLS: *(The following are a representative sample of the KAS's necessary to perform essential duties of the position.)*

- Modern principles, practices, and philosophies for administering recreation programs; facilities, operations and techniques used in comprehensive recreation programs.
- Methods and techniques of supervising volunteers, part-time, seasonal and/or contractual staff.
- Basic principles of mathematics; applicable federal, state, and local laws, codes and regulations related to assigned programs.
- Rules, regulations, and policies affecting and related to recreation activities and programs.
- Methods and techniques of scheduling work assignments and facility usage.
- Standard office procedures, practices, and equipment.
- Modern office equipment, including a computer and applicable software; methods and techniques for record keeping and report preparation and writing.
- Proper English, spelling and grammar; occupational hazards and standard safety practices.
- Plan, organize and coordinate recreation activities to suit the needs of the community's children, youth, and adults; develop, coordinate and direct multiple varied activities involved in recreation programs.
- Work flexible hours, including evenings, weekends, and holidays.
- Analyze assigned programs and develop and recommend appropriate responses.
- Learn more complex principles, practices, techniques, and regulations pertaining to assigned duties.

- Implement, explain, and apply applicable laws, codes and regulations related to recreation programs.
- Plan and lead the work of volunteers and part-time staff; read, interpret, and record data accurately; organize, prioritize and follow-up on work assignments.
- Work independently and as part of a team.
- Make sound decisions within established guidelines.
- Analyze a complex issue and develop and implement an appropriate response.
- Follow written and oral directions.
- Observe safety principles and work in a safe manner.
- Enforce safety rules relating to assigned recreational events.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships.
- Operate standard recreation tools and equipment and operate an office computer and a variety of word processing and software applications.

PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:

Position requires sitting, standing, walking, reaching, twisting, turning, kneeling, bending, stooping, squatting, grasping, and making repetitive hand movement in the performance of daily duties. The position also requires both near and far vision when reading correspondence, statistical data and using a computer. The need to lift, drag and push files, paper and equipment weighing 25 pounds or more is also required. The incumbent may use cleaning chemicals, or pool chemicals, which may expose the employee to fumes, dust, and air contaminants. Additionally, the incumbent in this outdoor position works in all weather conditions, including wet, hot, and cold. Some positions may also be required to swim.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

QUALIFICATIONS: *(The following are minimal qualifications necessary for entry into the classification.)*

EDUCATION AND/OR EXPERIENCE:

Any combination of education and experience that has provided the knowledge, skills, and abilities necessary for a **Recreation Supervisor**. A typical way of obtaining the required qualifications is to possess the equivalent of three years of responsible experience in recreation program coordination or a related field, and a bachelor's degree in recreation, administration, physical education, or a related field.

LICENSE/CERTIFICATION:

- Valid class C California driver's license.
- Valid CPR and First Aid Certification. (within 6 months of hire)
- American Red Cross Instructor Trainer certificate(s), and Automated External Defibrillator, Oxygen Administration and Food Handlers certificates are highly desirable.

Rio Linda Elverta Recreation and Park District is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, Rio Linda Elverta Recreation and Park District will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.