

RECREATION PROGRAM SUPERVISOR

FLSA Status – Non-Exempt

EEO Code – B/Professional

Class Code – M262

GENERAL DESCRIPTION OF DUTIES

These positions are responsible for supervising specific recreation programs and activities for a targeted population, and supervision and training of staff and volunteers. Recreation Program Supervisors represent the advanced, journey-level of the Recreation Program series and positions involve recurring work situations with occasional variations from the norm, a moderate degree of complexity, and the need to determine practices and procedures that contribute to the development of improved programs and services. They are distinguished from the Recreation Program Coordinator by the requirement for full supervision and the amount of training involved in supervising subordinate paid staff and volunteers. These positions participate as members of the Parks and Recreation Department Management Team to assist in achieving the Department's mission.

SUPERVISION RECEIVED

These positions receive supervision and direction from the Department Director or Recreation Program Manager.

SUPERVISION EXERCISED

This position provides supervision to paid staff and volunteers. For paid staff, this includes planning, assigning and reviewing work, extensive training, effectively recommending hiring and other personnel actions for temporary staff, and resolving conflicts.

ESSENTIAL JOB FUNCTIONS

The duties and responsibilities listed should not be construed to be all-inclusive. The essential job duties will include other responsibilities as required.

1. Supervises specific recreation programs for a target population or user group based on established goals, objectives, and performance measures. Schedules activities, identifies the need for new activities to improve services in meeting the needs of current and potential recreation program participants, and assists in evaluating the effectiveness of current recreation programs.
2. Supervises the day-to-day activities and events at key Department facilities; helps coordinate and schedule major facility uses/rentals. Shares in the management of maintenance contracts and related performance compliance at assigned facility.
3. Plans and coordinates major programs, events, and activities associated with specific recreation programs for target populations or user groups
4. Develops and coordinates community resources to promote and support specific recreation programs.

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5. Supervises the work of temporary employees and volunteer staff, which includes planning, assigning and reviewing work; extensive training; effectively recommending hiring and other personnel actions; evaluating performance and resolving conflicts.
6. Meets often with the public regarding recreation programs and/or facility rental uses within one or more recreation centers
7. Is integral in developing registration processes and reports using the ActiveNet on-line registration programs and data bases.
8. Creates and distributes public relations materials, public service announcements, program fliers, newsletters, and other information to inform the public, program participants, and other agencies about specific recreation programs and activities.
9. Assists Department managers in planning, developing and implementing community-wide, comprehensive recreation programs.
10. Works with the Department's Management Team to support the mission.
11. Engages in fund raising activities to support a specific recreation program.
12. Assists in preparing the annual budget, and manages financial accounts related to specific recreation programs.
13. Maintains facilities and equipment used in specific recreation programs.
14. Performs all work in compliance with federal, state, and City employment and safety laws, rules and regulations.

OTHER JOB FUNCTIONS

- Acts as Recreation Program Manager during absences.
- Performs back-up coverage as needed for other staff and responds to emergency situations.
- Participates on City-wide committees.
- Maintains professional currency by attending conferences and seminars, and meeting with others involved in recreation and enrichment programs for youth.
- Performs other duties as required.

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KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Principles and practices of parks and recreation programs and services;
- Principles and practices of program supervision related to assigned areas;
- Principles and practices of effective supervision for paid staff and volunteers;
- Knowledge of laws, rules and regulations affecting assigned program areas; and
- Community resources related to specific recreation programs

Skill in:

- Supervising paid staff and volunteers;
- Designing, developing and delivering training programs for staff;
- Communicating effectively with diverse populations;
- Using computers to develop promotional and informational materials;
- Using recreation equipment for assigned program areas;
- Applying federal, state, and City laws rules and regulations to recreation program areas; and
- Collaborating with other members of the management team and other agencies.

Ability to:

- Plan and organize the work of others; and
- Establish and maintain effective work relationships with others.

EXPERIENCE AND TRAINING REQUIREMENTS

Any combination of experience and training which demonstrates the knowledge, skills and abilities to perform essential job functions is qualifying. A typical way to qualify includes a Bachelor's degree in parks and recreation management, and increasingly responsible experience in recreation program supervision.

SPECIAL REQUIREMENTS/LICENSES

Some positions require CPR and Standard First Aid certifications, Water Safety Instructor Certification, Lifeguard Training Certification, and Lifeguard Instructor Certification.

DESIREABLE LICENSES AND CERTIFICATIONS

Certification as a Pool Operator is desirable for some positions.

PHYSICAL AND MENTAL REQUIREMENTS

While performing the duties of this position, the employee is required to make decisions, use interpersonal skills, engage in teamwork and customer service, use creativity, be fluent in English, provide training and supervision, analyze problems, use discretion, and use independent judgment to take independent action. Standing, walking, running, and

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hearing are required. Pushing up to 75 pounds, lifting 35 pounds, pulling 10 pounds, and carrying 20 pounds is required for some positions. Positions in the Aquatic Center require swimming, the ability to climb ladders, the ability to move heavy maintenance equipment and supplies, the ability to move pool-related equipment, and the ability to reach. Reasonable accommodation will be made to meet the needs of otherwise qualified individuals with a disability and known limitations.

WORKING CONDITIONS

The majority of the work is conducted within an office environment within City facilities (Aquatic Center, Community Center, City parks), contracted locations (e.g. schools and outdoor fields). The noise level of some locations may be high. The Aquatic Center is warmer and more humid than most work environments and air quality is affected by high chlorimine content. Some positions may require exposure to high and low temperatures and all types of weather conditions, extensive travel and overnight trips, substantial overtime, and evening and weekend work. These positions are responsible for the safety of others.

Approved By _____ Date _____
(Department Director)

Adopted By _____ Date _____
(City Manager)

Established: 12/99

Revised: 05/01

Revised: 09/14