

RECREATION CENTER SUPERVISOR I

Job Summary:

Under the direction of the Recreation Program Manager, performs varied professional work supervising the operation of a community recreation center. The Recreation Center Supervisor I is the entry-level classification in the two-level job series. Incumbents perform varied professional recreation-related duties. The Recreation Center Supervisor II performs complex responsibilities which require substantial knowledge of City recreation programs, policies and procedures.

Essential Duties and Responsibilities:

(These functions are representative and may not be present in all positions in the class. Management reserves the right to add, modify, change or rescind related duties and work assignments.)

1. Plans, organizes, and supervises a variety of recreational activities at a recreation center.
2. Acts as liaison to the surrounding neighborhood to improve recreational programming and recommends new programs.
3. Coordinates activities of leagues and tournaments assigned to recreation center.
4. Monitors registration of participants in programs.
5. Enforces rules and regulations to ensure the safety and welfare of participants; conducts routine inspections of facilities and equipment.
6. Assists in budget preparation and monitors recreation budget expenditures in specified areas; requisitions supplies and equipment.
7. Drafts promotional materials, correspondence and reports.
8. Recruits seasonal, part-time and volunteer staff; supervises, trains and evaluates personnel.
9. Attends meetings and training sessions; provides information to and consults with the public.
10. Manages the shelter management/disaster prevention at assigned site.
11. Manages fund raisers and snack bar operation; reconciles bank statements.
12. Monitors and maintains workfair programs.
13. Monitors contract services provided by outside organizations for special events.
14. Supervises State licensed day care (Kids Club) programs for children 5-12; supervises staff and monitors guidelines under State regulation.
15. Works closely with Sheriff's department and gang task forces by monitoring and logging activity on a daily basis as well as meets and confers with Sheriff supervision personnel on a daily basis.
16. Performs related duties as required.

Qualification Guidelines:

A typical way to obtain the requisite qualifications to perform the duties of this class is as follows:

Education and/or Experience:

Associate's degree in recreation or related field and two (2) years of full-time, paid experience in recreation and one (1) year experience in lead or supervisory capacity. Experience and/or education in a related field may be substituted on a year for year basis.

Knowledge of:

- Training and supervision principles.
- Methods and techniques of developing and organizing group recreational activities such as leagues, arts and crafts, clubs, special events and tournaments.
- Goals and objectives of assigned center.
- Program organization and development techniques.
- City organization, operations, policies and objectives.
- General record keeping practices.
- Basic purchasing practices.
- Applicable laws, codes, regulations, policies, and procedures.
- Community resources, needs and limitations of citizens attracted to assigned center.
- Center organization, operations, policies, rules and regulations.
- Requirements of maintaining buildings in a safe, clean and orderly condition.
- Interpersonal skills, using tact, patience and courtesy.

Skill and/or Ability to:

- Plan, organize and supervise recreational, social and educational activities and personnel at a recreation center; recruit volunteers.
- Establish and maintain effective working relationships with others.
- Perform public relations activities which promote center usage; involve the public in center activities.
- Monitor and prepare budget.
- Train, supervise and evaluate personnel.
- Read, interpret, apply and explain rules, regulations, policies and procedures.
- Identify and analyze problems and take effective corrective action.
- Effectively communicate orally and in writing; make effective oral presentations.
- Maintain accurate records and prepare clear and concise reports.

License:

Possession of a valid California Class C driver's license. Employees in this classification will be enrolled in the Department of Motor vehicles (DMV) Government Employer Pull Notice program, which confirms possession of a valid driver's license and reflects the driving record.

Physical Requirements and Working Conditions:

Employee accommodations for physical and mental disabilities will be considered on a case-by-case basis. Positions in this class normally:

- Require the mobility to stand, stoop, reach and bend.
- Require mobility of arms to reach and dexterity of hands to grasp and manipulate small objects.
- Require the ability to stand for long periods.
- Require ability to walk long distances.
- Perform lifting, pushing and/or pulling which does not exceed 50 pounds and is an infrequent aspect of the job.
- Are subject to outside environmental conditions and/or inclement weather.
- May be required to work around loud noise.
- May be required to drive City and/or personal vehicle in the scope of employment.
- Require to work evenings and/or weekends.