

RECREATION PROGRAM SUPERVISOR

Job Summary:

Under supervision of the Recreation Program Manager, plans, organizes and supervises classroom and recreational activities for the after-school day care program; ensures that state licensing requirements are complied and enforced; implements the city-wide teen recreational and enrichment program. Performs related duties as required.

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 classroom and recreational activities for the after school day care program (Kids Club).
2. Recommends and oversees new recreation programs, field trips or learning programs.
3. Prepares reports concerning public response to existing programs, including information regarding attendance, schedules, expenditures, and utilization of supplies and equipment.
4. Conducts inspection of facilities and equipment.
5. Enforces rules and regulations of the City and State Licensing Agency to ensure the safety and welfare of children, parents and employees.
6. Assists in budget preparation and monitors program budget expenditures.
7. Assist in the selection, training and supervising of class instructors, assistants and recruit parents and adult volunteers.
8. Provides information to and consults with City staff and parents.
9. Drafts promotional materials, correspondence and state-mandated reports.
10. Attends staff meetings, seminars and training sessions.
11. May collect fees, prepare financial recordkeeping forms, and remit monies collected to the Treasurer's office pursuant to City policies and procedures.
12. Promotes participation to generate revenue; monitors and maintains registration records of participants.
13. 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 Experience:

Bachelor's degree in a related field with a minimum of 18 semester units in child development or a related field including three semester units in administration or staff relations and two (2) years full-time, paid experience supervising licensed day care centers or comparable group child care programs. Experience and/or education in a related field may be substituted on a year for year basis.

Knowledge of:

- Methods and techniques of developing and organizing school age educational and recreational activities.
- Rules, practices, and equipment used in specialized school age and teen activities.

- State day care licensing regulations.
- Principles of supervision, training, and evaluation.
- Programs' goals and objectives.
- Program organization and development techniques.
- Community resources, needs, and limitations.
- Basic budgeting practices and procedures.
- Basic purchasing practices and contract administration.
- City organization, operations, policies, and objectives.
- Personal computer software and hardware.
- Office practices and procedures.
- General recordkeeping practices.
- Interpersonal skills using tact, patience, and courtesy.
- Applicable laws, codes, regulations, policies, and procedures.
- First Aid and CPR for children.

Skill and/or Ability to:

- Initiate specialized school age educational and recreational activities.
- Establish and maintain effective working relationship with others.
- Train, supervise, and evaluate staff.
- Develop promotional strategies, techniques, and materials used in attracting the public.
- Interpret, apply, and explain related rules, policies, and procedures.
- Maintain accurate records and prepare clear and concise reports.
- Identify and analyze problems and take effective corrective action.
- Effectively communicate orally and in writing.
- Operate computers and related software.

License and Certificates:

Possession of valid California Class C driver's license. Employee 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 driving record. Possession of valid Red Cross standard certificates in First Aid and CPR. Verification of a negative TB test or chest x-ray. Must pass fingerprint clearance test for all appropriate agencies, (FBI, Department of Justice, Child Abuse Index Services, etc.).

Physical Requirements and Working Conditions:

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

- Require the mobility to stand, walk, stoop, kneel, crouch, reach and bend.
- Require mobility of arms to reach and dexterity of hands to grasp and manipulate small objects.
- Perform lifting, pushing and/or pulling which does not exceed 50 pounds and is an infrequent aspect of the job.
- May be required to work evenings and/or weekends.
- Is subject to inside and outside environmental conditions.
- May be required to use City and/or personal vehicle in the course of employment.