

RECREATION SUPERVISOR

DEFINITION

Under general direction, to be responsible for developing, organizing, and supervising the daily operations of assigned recreational activities and programs sponsored by the City of Atwater; to assist with the daily operations of the Atwater Community Center and Youth Center; and to do related work as required. Serves as Disaster Service Worker. FLSA Status: Exempt. Bargaining Group: Mid-Management Unit.

DISTINGUISHING CHARACTERISTICS

This is a specialized classification for positions assigned to develop and supervise assigned City recreation programs and services. Incumbents in this classification may be required to work nights and weekends depending on the recreational activities supervised.

REPORTS TO

Community Services Director or as assigned.

CLASSIFICATIONS SUPERVISED

Administrative support staff, volunteers, and other assigned staff.

ESSENTIAL FUNCTIONS

Coordinates and oversees assigned recreational programs and activities; recruits, trains, supervises, and evaluates part time program staff, contract class instructors, sports officials, and volunteers; prepares promotional materials including flyers, program brochures, newsletters, and press releases; maintains records in relation to assigned program areas; schedules and coordinates the use of City facilities; orders and purchases supplies and equipment related to program and facility operations; prepares information and reports related to program operations and budgets; evaluates the effectiveness of assigned programs and services; assists with the development of program budgets and fees; monitors program expenditures and maintains appropriate expenditure controls; and assists with the assessment of community recreational needs and development of programs and services to meet those needs. May be required to attend night and weekend meetings.

TYPICAL PHYSICAL REQUIREMENTS

Sit for extended periods; frequently stand and walk; manual dexterity and eye-hand coordination; ability to lift material weighing up to 25 lbs.; corrected hearing and vision to normal range; ability to communicate effectively both verbally and in writing; use of

recreational and office equipment including computer, telephone, calculator, copiers, and FAX.

TYPICAL WORKING CONDITIONS

Work is performed in an office and recreation facility environment; some work may be performed outside; frequent contact with other City staff, program volunteers, and the public.

MINIMUM QUALIFICATIONS**Knowledge of:**

- Recreational facilities and equipment and recreational services.
- Methods and techniques used to determine the recreational needs of the community.
- Principles of supervision, training, and work coordination.
- Recreation needs of the local community.
- Community organizations.
- Playground and water safety.
- Principles of first aid.

Ability to:

- Organize, schedule, coordinate, and evaluate assigned City recreation programs and services.
- Provide supervision, training, and work evaluations for assigned personnel.
- Develop and administer contracts and leases.
- Prepare a variety of reports and informational material.
- Gather, organize, and analyze data, preparing summaries and recommendations.
- Use a computer and appropriate software in recreation program development and administration.
- Effectively represent the City's recreation programs and facilities with the public, other City staff, community organizations, and other government agencies.
- Establish and maintain cooperative working relationships.

Training and Experience:

- Three (3) years of increasingly responsible experience which includes planning, implementing, and supervising effective youth or other recreational programs.

SPECIAL REQUIREMENTS

- Possession of valid first aid and CPR certification issued by the American Red Cross, or the ability to become certified within the first six (6) months of employment.

Education:

- Equivalent to graduation from high school.
- Graduation from an accredited community or junior college with an AA degree in community recreation or closely related field is highly desirable.
- Additional qualifying supervisory experience may substitute for education on a year-for-year basis to a maximum of 2 years.

License:

- Possession of a valid California driver's license.

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