

COMMUNITY RECREATION SUPERVISOR I

Class Definition

Under direction, supervises the day-to-day activities of a community center or a segment of a community service or recreational program.

Distinguishing Characteristics

Community Recreation Supervisor I is a specialized, supervisory class in the Parks, Recreation, and Community Services Department. Within established guidelines and procedures, incumbents supervise the day-to-day activities of community centers, neighborhood parks, neighborhood centers, or a segment of the social, recreational, cultural, therapeutic, and/or physical development programs provided to the community. These programs may include civic/cultural arts, sports, after school recreation, swim pools, counseling and/or workshops for youth, adults, and senior citizens. This class is distinguished from community Recreation Supervisor II in that incumbents of the latter supervise the day-to-day activities of one or more community centers or city-wide or District-wide community service or recreational programs.

Typical Tasks

(This list is neither inclusive nor exclusive. Consequently, this information does not reflect Essential Functions for this class.)

Assists in planning and administering various recreational programs to provide for the social and recreational needs or the community.

Makes continuing assessment of recreational needs for the service area; recommends additions, deletions, or adjustments to the programs offered.

May interview and recommend the appointment of seasonal employees.

Orients, trains, and evaluates seasonal employees.

Supervises permanent intermittent, temporary, and/or seasonal employees and volunteer workers in various programs.

Issues permits for use of sports fields and tennis courts and secures permits for use of school facilities.

Assigns sports officials to league games and keeps records of leagues.

Actively participates in informing the general public of programs, services, and activities available for their use.

Prepares correspondence, reports, budget requests, and keeps records relating to community programs.

Performs related duties as required.

Knowledge, Abilities, and Skills

Knowledge of the theories and philosophy of recreation and its application to other aspects of community life.

Knowledge of recreational activities such as sports, community swim programs, games, arts and crafts, dramatics and music.

Knowledge of the principles, practices and procedures used in community service programs.

Knowledge of the purpose and methods of municipal budgeting.

Knowledge of first aid methods, lifesaving, CPR, and necessary safety precautions to be used.

Ability to train and supervise seasonal employees.

Ability to establish and maintain effective working relationships with parents of participants, fellow employees, civic organizations and the general public.

Ability to speak and write clearly and concisely.

Minimum Qualifications

Graduation from an accredited college or university with major course work in recreation, education, physical education, public administration, or closely related field; and one year of recreation leadership experience, coordination of adult sports experience or swim pool management experience. Additional qualifying experience may be substituted for the required education on a year-for-year basis.

Necessary Special Requirement

Possession of a valid California Driver's License may be required at time of appointment.

Appointment to the Swim Pool Program requires possession of Senior Life Saving, CPR, First Aid, and Water Safety Certification at time of appointment.

The ability to speak, read, and write a designated foreign language may be required when community needs dictate.

Recruitments may be limited to a specific area of experience, as required by operational needs.

APPROVED: _____
Director of Administrative Services

DATE: _____