

COMMUNITY RECREATION SUPERVISOR II

Class Definition

Under direction, supervises the day-to-day activities of one or more community centers or City-wide or District-wide community service or recreational programs.

Distinguishing Characteristics

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

Typical Tasks

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

Plans, implements and evaluates community service programs.

Consults with administrative staff, school principals and various school officials regarding the provision of facilities, personnel, and programs utilizing school facilities.

Makes inspections of recreational facilities; reviews operating activity records and reports.

Evaluates programs to ascertain efficiency and effectiveness of personnel assigned and type of in-service training required; advises and instructs personnel on methods and techniques for improving programs.

Studies and makes recommendations on equipment and materials needed for various playgrounds, centers, pools and their programs.

Makes presentations before clubs and organizations regarding community service programs; assists organizations and civic groups in utilization of the programs and facilities offered by the City.

Orients, trains, assigns and evaluates subordinates.

Reviews programs with neighborhood councils and private agencies.

Acts as liaison between the division and various boards and commissions, and a variety of public and private agencies in co-sponsored programs.

Supervises and coordinates the activities and operations of a large community center or several smaller centers.

Prepares correspondence, informational statements, reports, and budget requests on the operations of a Community Center and/or program activities.

Supervises the collection and analysis of programmatic data and preparation of staff reports.

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.

Performs related duties as required.

Knowledge, Abilities, and Skills

Knowledge of the principles, practices, procedures, and techniques employed in public recreation programs.

Knowledge of the purposes of clubs, centers or other units established to meet the leisure time and recreational needs of community groups including children, adults and senior citizens.

Knowledge of the methods involved in organizing, conducting and supervising recreation activities.

Knowledge of the facilities and equipment needed in a broad recreation program.

Knowledge of the principles of municipal administration and budgeting, and federal and state grant program rules and regulations.

Knowledge of first aid methods and safety precautions used in recreation work.

Ability to understand the various community social conditions throughout the City to determine special recreation needs.

Ability to train and supervise the personnel required to execute the authorized recreational programs.

Ability to establish and maintain effective working relationships.

Ability to speak and write clearly and concisely.

Ability to establish and maintain effective operating records and reports.

Minimum Qualifications

Graduation from an accredited college or university with a Bachelor's Degree in recreation, education, physical education, public administration, or related field; and two years of experience similar to that gained as a Community Recreation Supervisor I with the City of Fresno. Additional qualifying experience may be substituted for the required education on a year-for-year basis.

Special Requirement

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

APPROVED: _____
Director

DATE: _____

ATS:GAK:djs
spec/r67.ld