

COMMUNITY RECREATION SUPERVISOR I

DEFINITION

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

SUPERVISION RECEIVED/EXERCISED

Supervision received from Community Recreation Supervisor II. Exercises supervision over assigned program staff.

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, educational, cultural, therapeutic, older adult 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 older adults. 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.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

(may include, but not limited to, the following:)

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

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

Interviews and recommends 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.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

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

Community programs such as education, sports, technology, swim programs, work force development, games, arts and crafts, dramatics and music.

Principles, practices, and procedures used in community service programs.

The purpose and methods of municipal budgeting.

First aid methods, lifesaving, CPR, and necessary safety precautions to be used.

Recreation leadership, coordination of adult sports, swim pool management, business leadership, and classroom education.

Ability to:

Motivate, train, supervise, and coach seasonal employees.

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

Use computers and basic word processing and spreadsheet software.

Speak and write clearly and concisely.

MINIMUM QUALIFICATIONS

Education:

Graduation from an accredited college or university with a Bachelor's Degree in Recreation, Administration, Education, Public Administration, Business Management, or closely related field.

Experience:

Additional qualifying experience, in recreation leadership, may be substituted for the required education on a year-for-year basis.

Special Requirements

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

DATE: _____

Revised 05/06/06 JC:scm