

COMMUNITY SERVICES AND RECREATION SUPERVISOR

DEFINITION

Under direction, supervises the day-to-day activities of one or more community centers and/or community service or recreation programs.

SUPERVISION RECEIVED/EXERCISED

Supervision received from a Manager or designee. Exercises supervision over assigned staff.

DISTINGUISHING CHARACTERISTICS

Community Services and Recreation Supervisor is a specialized, supervisory class in the Parks, After School, Recreation, and Community Services Department (PARCS). Based upon assignment, incumbents are responsible for the activities provided to the community through PARCS centers and programs. Responsibilities include planning, developing and supervising various programs. Examples of these programs include civic/cultural arts, sports, after school recreation, workshops for youth, and senior citizens. This class is distinguished from the Recreation Manager in that the latter is responsible for managing the day-to-day operation of an assigned division.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

May include, but not limited to, the following:

Plans, implements and evaluates community service programs.

Communicates and collaborates with community partners regarding the provision of facilities and programs.

Inspects recreational facilities; prepares and reviews activity records and reports.

Selects, trains, and evaluates the performance of staff and recommends hiring, promotions, and initiates disciplinary actions; may be responsible for volunteer staff.

Develops programs; evaluates programs to ascertain efficiency and effectiveness; advises and instructs personnel on methods and techniques for improving programs.

Studies and recommends 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.

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 community 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.

Responsible for reservations of sport fields and courts.

Responsible for the assignment of sports officials to league games and league record keeping.

Develops and conducts safety training programs (IIPP) and enforces safety precautions related to City polices and CAL-OSHA requirements.

Responsible for recreation activities, safety, facility, and amenities; conducts facility and fire compliance inspections; reports and follow-up with necessary repairs, services and other improvements with City departments and local contractors.

Inventories and submits requisitions orders for facility maintenance supplies and materials.

Provides customer service to the community regarding recreation activities, facility amenities and safety matters.

Performs related duties as required.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Principles, practices, procedures, and techniques used in the planning, development and administration of community service and recreation programs.

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.

Methods involved in organizing, conducting and supervising recreation activities.

Facilities and equipment needed in a broad recreation program.

Principles of municipal administration and budgeting, and federal and state grant program rules and regulations.

First Aid methods and safety precautions used in recreation work.

Principles of supervision, training, and performance evaluation.

Ability to:

Develop and administer community service and recreation programs suited to the needs of the community.

Motivate, train, supervise and coach employees.

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

Speak and write clearly and concisely.

Prepare clear and concise records, reports, correspondence and other written materials.

Exercise professional and sound judgment in problem-solving and evaluation.

Operate modern office equipment, and a variety of word processing and software applications.

Skill to:

Safely operate a motor vehicle.

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

Three (3) years of experience including at least one (1) year of full-time experience leading and/or supervising permanent and/or temporary staff in organizing, planning and implementing recreation or community service programs and activities. 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 is required at time of appointment.

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

APPROVED: (Signature on File)
Director of Personnel Services

DATE: 7/1/2020

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