

CITY OF RIVERBANK
RECREATION SUPERVISOR

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

DEFINITION:

Under general direction, plans, implements, and supervises assigned programs within the Recreation and Parks Department, including day camps, park programs, classes, after school programs, field trips for senior citizens, and special events; ensures quality of programs and safe work practices; maintains appropriate work records; provides supervision to part-time recreation staff and contract instructors; serves as a technical resource for assigned staff; participates in department and citywide special events; performs other related duties as required.

DISTINGUISHING CHARACTERISTICS:

The **Recreation Supervisor** is the supervisory level class responsible for planning, implementing, and overseeing the recreations programs for the Recreation and Parks Department. This classification is distinguished from the next higher classification of Director of Parks and Recreation in that the latter has overall responsibility for the entire Recreation and Parks Department

SUPERVISION RECEIVED/EXERCISED:

Receives general direction from the Director of Parks and Recreation. Exercises direct and indirect supervision over assigned staff and volunteers.

ESSENTIAL FUNCTIONS: *(include but are not limited to the following)*

- Plans, implements, and supervises assigned programs within the Recreation and Parks Department, including day camps, park programs, classes, after school programs, field trips for senior citizens, and special events.
- Hires, trains, supervises, and evaluates part-time recreation staff; schedules and conducts interviews with prospective staff; develops schedules and work methods for performing assigned duties; reviews time sheets; ensures adherence to safe work methods, procedures and practices; initiates disciplinary procedures as appropriate; reviews policies and procedures with new staff.
- Works closely with contract class instructors; creates contracts for instructors.
- Orders supplies for the various recreation programs and classes; orders and maintains office supplies as needed; cleans the recreation storeroom as needed.
- Creates fliers for classes, programs, and special events; assists with developing the Department's Activity Guide; sends guide to the local paper for printing and distribution; creates a monthly calendar for the Community Center.

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- Conducts research on new program ideas; evaluates the needs of the community and makes recommendations on program content based on the needs.
- Participates in the development of policies and procedures; recommends programs, activities, and work methods to higher level personnel; maintains records and develops reports on new or existing programs.
- Creates and maintains attendance records and packets for the Tot Time program; maintains attendance records for all programs, special events, and trips; collects and records all monies received from all recreation activities and programs.
- Organizes and attends all field trips for senior citizens; makes necessary reservations for the tour bus and other activities.
- Solicits monetary donations from local businesses; sends letters requesting donations; designs shirts with sponsors' names.
- Participates in the creation, planning, and implementation of special events, including the Halloween Hayride and the Christmas Parade; works at all special events.
- Provides customer services over the phone and at the front counter; answers questions regarding the various recreation programs and classes offered; assists with reservations of City parks; assists with registering participants for classes and aquatics programs; assists with facility reservations.
- May work evenings and weekends as necessary; may serve as the acting Director of Parks and Recreation in his/her absence; participates on several committees; attends workshops, conferences, and trainings.
- Establishes positive working relationships with representatives of community organizations, state/local agencies and associations, City management and staff, and the public.

PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:

Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement, and fine coordination in keeping records and preparing reports using a computer keyboard. Additionally, the position requires near and far vision in reading written reports and work related documents and acute hearing is required when providing phone and personal service. The need to lift, drag, and push files, paper, and equipment weighing 25 pounds or more is also required. The incumbent may be exposed to fumes, dust, and air contaminants. Additionally, the incumbent in this outdoor position works in all weather conditions, including wet, hot, and cold.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

QUALIFICATIONS: *(The following are minimal qualifications necessary for entry into the classification.)*

Education and/or Experience:

Any combination of education and experience that has provided the knowledge, skills, and abilities necessary for a **Recreation Supervisor**. A typical way of obtaining the required qualifications is to possess the equivalent of four years of increasingly responsible experience in the organizing and implementation of recreation services and programs, including at least one year of supervisory experience and a high school diploma. A bachelor's degree with major course work in public administration, recreational and leisure administration, communications, business administration, or related field is desirable.

License/Certificate:

Possession of, or the ability to obtain, a valid Class C California driver's license. Possession of American Red Cross CPR Certificate and First Aid Certificate are required.

KNOWLEDGE/ABILITIES/SKILLS: *(The following are a representative sample of the KAS's necessary to perform essential duties of the position.)*

Knowledge of:

Modern principles, practices, methods, equipment, and materials used in the delivery of recreation programs, community services, and special events; aquatics programs; program content for specialized community activities; principles and practices of contract administration and purchasing; marketing techniques for promoting recreation programs; methods and techniques of supervision, training, and motivation; basic principles of mathematics; applicable federal, state, and local laws, codes, and regulations; methods and techniques of scheduling work assignments; standard office procedures, practices, and equipment; modern office equipment, including a computer and applicable software; methods and techniques for record keeping and report preparation and writing; proper English, spelling, and grammar; occupational hazards and standard safety practices.

Ability to:

Supervise and oversee the delivery of recreation programs and special events; design, develop, and implement programs suited to the needs of the community's population; plan, organize, train, evaluate, and direct work of assigned staff; interpret, explain, and apply applicable laws, codes, and regulations; read, interpret, and record data accurately; organize, prioritize, and follow-up on work assignments; work independently and as part of a team; make sound decisions within established guidelines; analyze a complex issue and develop and implement an appropriate response; follow written and oral directions; observe safety principles and work in a safe manner; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships.

Skill to:

Operate standard recreation tools; operate an office computer and a variety of word processing and software applications.