

JOB TITLE: Recreation Supervisor

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES

To plan, organize, schedule, direct, coordinate, and evaluate assigned portions of the City's recreation program. Employees in this classification receive limited supervision within a broad framework of policies and procedures. Employees in this classification direct, coordinate, supervise, and formally evaluate the work of others. This job class is typically responsible for several recreational program areas and functions at a full supervisory level of classification.

TYPICAL DUTIES

- Plans, organizes, schedules, coordinates, directs and evaluates assigned recreation and leisure services/programs to include playgrounds, day camps, teen activities, special events, competitive athletics, aquatics, pre-school, developmentally disabled, senior adult activities, and special interest classes and activities
- Assists with recruiting, hiring, assigning, and evaluating the work of staff assigned to different programs
- Prepares publicity brochures and announcements for various programs and events
- Assesses community recreation needs and develops; assists in developing programs to meet those needs
- Prepares budget estimates and controls expenditures for a variety of programs
- Prepares reports summarizing program activities and effectiveness
- Meets with community groups and representatives of other agencies to discuss recreational needs and program development
- Acts on citizen input and complaints regarding recreational programs
- Coordinates registration for program activities

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- Provides direct leadership and supervision for recreational programs
- May assist with scheduling and use of the City's facilities
- Performs related duties similar to the above in scope and functions as required .

EMPLOYMENT STANDARDS

Possession of:

- a valid and appropriate California Driver's license, including a safe driving record

Knowledge of:

- philosophy, principles, and techniques of comprehensive public recreation programs
- recreational needs of the local community
- community organizations
- playground safety, sports safety, and first aid methods
- principles and techniques of supervision including staffing, employee development, and planning and organizing work

Ability to:

- plan, organize, schedule, direct, coordinate, and evaluate assigned portions of the City's recreational program
- provide supervision and training to assigned staff
- assess community recreational needs and develop programs to meet those needs
- assist with the preparation of budget requests and expenditure control
- prepare a variety of comprehensive reports and publicity material
- make effective public speaking presentations

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- tactfully and courteously deal with community groups, residents, and representatives of other agencies in developing coordinated recreational programs
- establish and maintain effective work relationships with those contacted in the performance of required duties

Training and Experience: Any combination of training and experience which would provide the required knowledges and abilities is qualifying. A typical way to obtain these knowledges and abilities would be:

- Completion of advanced educational study in public recreation or a closely related field and two years of increasingly responsible experience in recreational program planning and development.