



POSITION DESCRIPTION

Title:	Recreation Supervisor	Department:	Parks & Recreation
Type:	Regular	FLSA Status:	Non-Exempt
Pay Range:	G/143	Revised:	03/2019

DEFINITION

Under administrative direction, the Recreation Supervisor is responsible for the development, scheduling, delegation, implementation, and evaluation of assigned youth and adult program activities accessible to all residents and visitors that encourage opportunities for lifelong play, fitness, creativity, learning, and discovery.

SUPERVISION RECEIVED AND EXERCISED

Receives direct supervision from the Parks and Recreation Director, or designee. Exercises direct and indirect supervision over assigned staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Duties include, but are not limited to:

- Supervise, schedule and delegate duties to staff engaged in recreational programming in accordance with Town goals, policies, and procedures.
- Collaborate and partner with outside entities, stakeholders, youth sporting groups, and local partners to provide enhanced and innovative community programming.
- Participate in the preparation of departmental goals and objectives, annual work programs, and corrective action plans; evaluate progress toward accomplishment of assigned objectives.
- Participate in the development of the department operational budgets; review and make recommendations for the purchase of equipment, materials, and supplies; prepare forecasts of revenues and expenditures; prepare recommendations for the establishment of fees, charges, and operating schedules; and review revenue reports.
- Prepare and coordinate the development of program and event publicity (flyers, news releases, social media, brochures, etc.) with the Town's graphic design firm.
- Maintain records and develop reports concerning new or ongoing programs and program effectiveness; maintain records for registrations and fees collected; and prepare regular status reports for discussion with department head.
- Act as the Town's subject matter expert on recreation web-based software and manage its required tasks.
- Participate in the selection of recreation staff; conduct staff interviews; provide and coordinate staff onboarding/in-service training; prepare performance evaluations for assigned staff; work with employees to correct deficiencies; implement retention and motivation strategies, and if required, implement discipline procedures when authorized by department head.

- Meet with department staff regularly to communicate current workloads, communicate facility operations or maintenance needs, and implement ways to improve current operating procedures and delivery methods.
- Assist department staff in the enhancement and improvement of departmental operational systems, structures, and organizational culture.
- Assist in the preparation and presentation of periodic technical and analytical reports pertaining to assigned area of responsibility (for example: summer camp expense and performance analysis/cost recovery) to Town Council and Town Council advisory bodies.
- Respond to citizen questions or complaints; review problems and recommend corrective actions; prepare summary reports as required, and oversee implementation and evaluation of customer satisfaction survey.
- Participate in Town, community, or recreation related committees relating to assigned responsibilities and attend and participate in professional or industry group and/or staff meetings as assigned.

Under administrative direction, the Recreation Supervisor will be assigned responsibilities as specified below relative to Facility Programming or Recreation Programming.

Facility Programming:

- Supervise the delivery of assigned program activities at Town-owned or managed parks and facilities, including the effective oversight of staff to ensure safety and compliance with all applicable standards.
- Administer facility-specific programs, department community/special events, and be a liaison for multi-day facility reservations incorporating tournaments, track meets, events; develop and manage instructor and contract professional service agreements and schedule use of Town facilities as needed.
- Coordinate with parks maintenance and other Town departments as needed for the effective and safe operation of Town-owned or managed facilities.
- Oversee the facility reservation process to completion, including the evaluation of the guest experience.
- Administer and manage Facility Use Agreements for Town-owned or managed facilities.
- Administer various recreation programs such as the Parks and Recreation Department Donor Program, Board Banner Program, Youth Sports Funding (YSF) process, among others, as assigned.

Recreation Programming:

- Supervise the delivery of assigned customer-centric and age-appropriate recreation programs/activities for youth and adults, including the effective oversight of staff to ensure safety and compliance with all applicable standards.
- Administer assigned recreation program activities, department community/special events, sporting events, leagues/tournament's and excursions; develop and manage instructor and contract professional service agreements, and schedule use of Town facilities as needed.

- Coordinate with parks maintenance and other Town departments as needed for the effective and safe delivery of recreation programs, activities and/or events at Town-owned or managed facilities.
- Oversee the activity registration process to completion, including the measurement evaluation and enhancement of the guest experience.
- Administer the department's volunteer program in accordance with the Town's volunteer policy. Elements include: recruitment, scheduling, training, and recognition/rewards.
- Administer various recreation programs such as the Give the Gift of Recreation program, Scholarship program and T-shirt Sponsor programs, among others, as assigned.

PERIPHERAL DUTIES

- Maintain awareness of new and emerging trends and developments in the recreation field; incorporate as appropriate into programs and/or facility operations.
- Maintain awareness and increase use of technical skills such as social media, photography, videography, etc.
- Work with recreation customers at the front counter and/or at department facilities.
- Perform other related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles of supervision, training, and performance evaluation.
- Procedures for developing, coordinating, and implementing recreational related activities and programs.
- Procedures for operating and programming recreation facilities.
- Registration software, point of sale systems, and other recreation-related software.
- Principles of child development and behavior.
- Occupational hazards and standard safety precautions.
- Modern office practices, procedures, methods, and equipment.
- English usage, spelling, grammar, and punctuation.
- Customer service best practices.

Ability to:

- Supervise, organize, and direct the work of staff.
- Select, supervise, train, and evaluate staff.
- Recruit, motivate, and manage volunteers.
- Interpret and effectively communicate Town policies and procedures to staff and the public.

- Monitor program compliance with related laws and regulations.
- Implement schedules and promote multiple recreation and leisure-time activities and specialized events.
- Prepare and distribute publicity concerning new and/or ongoing recreation programs and offerings.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Communicate clearly and concisely, both orally and in writing.
- Understand and carry out oral and written directions in accordance with established timelines.
- Operate and use modern office equipment, including computer equipment.
- Compile and maintain records; prepare routine reports.
- Work independently in the absence of supervision.
- Operate programs within allocated budget.
- Work an irregular schedule, including nights, weekends and holidays, when necessary.
- React with good judgment and follow Town procedures in emergency situations.

Experience and Training:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education:

A High School Diploma or GED is required. A college degree in parks and recreation administration, public administration, or a related field is preferred. Experience may be substituted for education.

Experience:

Three years of increasingly responsible experience in facility operations and/or recreation (activity) programming, and/or related field, including two years of supervisory experience is preferred.

Licenses:

Must have (or receive within state required time frame) a valid State of California Class C Driver's License with an acceptable driving record and pass an appropriate background check prior to the hire date.

- Must have or acquire within 12 months of hire:
 - California Class B driver's license with passenger endorsement
 - Current Cardiopulmonary Resuscitation (CPR) Certificate
 - Basic First Aid Certificate
- With option to obtain or as directed:

- Certified Park and Recreation Professional (CPRP) Certification
- Certified Pool/Spa Operator (CPO) Certification or Aquatic Facility Operator (AFO) Certification
- Food Safety Manager Certification (Mono County Health Dept.)
- American Red Cross Lifeguard Certification and/or Lifeguard Instructor (LGI)

TOOLS AND EQUIPMENT USED

Personal computer, including word processing software and recreation software, telephone, calculator, copy machine, fax machine, and mobile radio, automobile. Recreation equipment is also used regularly.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally required to use hands to finger, handle, grasp, squeeze, or feel in order to operate or manipulate objects, tools, or controls, and this will also regularly involve repetitive arm and wrist use. The employee will frequently be required to reach above and below shoulders to reach with hands and arms and is continuously required to stand, walk, talk, hear, and smell. Sitting, walking or standing may be required for up to 8 hours a day. The employee is frequently required to bend, twist, balance, stoop, kneel, crouch/squat or crawl. Frequent operation of motor vehicles and foot pedals is required. Walking on uneven surfaces is frequently required and climbing stairs/ladders as well as walking on even surfaces is frequently required.

The employee is required to frequently lift and/or pull or push up to 20 pounds, and occasionally lift and/or push or pull up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in writing, orally or in diagram form and analyze and resolve problems involving a variety of situations, using standard industry and departmental processes and/or procedures. Ability to define problems, collect data, establish facts, and articulate valid conclusions, and interpret an extensive variety of regulatory or technical instructions. Ability to relate to others and participate in team or group activities, advise, counsel, influence, lead, train or give instruction, and work independently. Employee is expected to regularly interact with the public.

WORK ENVIRONMENT

The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed in both office and field settings. The work environment is typical of an office setting with associated noise from office equipment, building HVAC, customers, and other employees. Frequent outdoor work is required for recreation activities. While performing the duties of this job, the employee occasionally

works and drives in outside weather conditions, which may include extreme heat or cold, windy and other wintery conditions and occasional excessive noise where proper hearing protection will be provided, if required.

GENERAL

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The Town reserves the right to revise or change classification duties and responsibilities as the need arises. The description does not constitute a written or implied contract of employment.

Received and Reviewed by:

Employee Signature

Date