

CITY OF LAKE ELSINORE
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 class and do not necessarily convey the qualifications of incumbents within the position.*

DEFINITION:

Under direction of the Director of Community Services and/or assigned designee, plans, organizes and provides supervision and oversight for assigned recreation activities, services, facilities, special events, classes, field trips and programs, youth and adult sports programs and leagues, aquatic, seniors; recruits, trains, supervises and evaluates subordinate and volunteers; develops schedules, registration processes and fees for recreation services; conducts outreach and marketing activities with users, donors, sponsors and community groups and performs related work as required.

DISTINGUISHING CHARACTERISTICS:

This is a supervisory position within the Community Services Department which is responsible for the administration, supervision, training, and direction of recreation staff. This classification is distinguished from the next higher classification of Community Services Director in that the latter is responsible for overall management of the department.

SUPERVISION RECEIVED/EXERCISED:

Receives general direction from the Community Services Director and/or assigned designee. Exercises direct and indirect supervision over assigned staff.

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

- Plans, organizes, conducts and coordinates a wide variety of recreational and community service programs at a park, center and/or other recreation facility, including meeting with public groups and communities to explain and promote programs; schedules activities and programs; coordinates programs with those of other departments and agencies.
- Instructs and supervises recreation staff and volunteers in the performance of assigned duties and checks on the completion of work.
- Monitors program activities, including approving expenditures and ensuring activities are running smoothly; responds to questions and complaints.
- Oversees rental and registration activities and ensures accurate record keeping for program receipts.
- Works closely with other departments to ensure projects and programs have received necessary approvals and support to implement.

- Supervises recreation staff, including determining workloads and schedules, implementing and interpreting policies and procedures, effectively evaluating staff and making hiring and disciplinary recommendations.
- Provides input into the development and implementation of budgets, including determining staffing and materials; develops fundraising campaigns and solicits sponsor and sponsorship packages.
- Maintains contacts with neighborhood groups, schools, businesses, law enforcement agencies, volunteer and other community groups and provides necessary coordination of services.
- Oversees the day-to-day operations, including janitorial, maintenance and usage, including rental, City usage and community programming of a facility.
- Prepares a variety of reports and other documents such as operating, activity and statistical reports, promotional materials and agenda items; presents materials to interested groups.

PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:

Position requires sitting, standing, walking on level and slippery surfaces, reaching, turning, kneeling, bending, stooping, squatting, crouching, grasping, and making repetitive hand movement in the performance of daily duties. The position also requires both near and far vision when inspecting work and push tools, equipment and supplies weighing 25 pounds or more is also required. Additionally, the incumbent in this outdoor position works in all weather conditions including wet, hot, and cold. The incumbent may use contaminants, and may be exposed to mechanical hazards. The nature of the work also requires the incumbent to climb ladders, use power and noise producing tools and equipment, enter confined spaces, drive motorized vehicles and heavy equipment, work in heavy vehicle traffic conditions and often work with constant interruptions. The incumbent may be required to respond to after hours emergency call-outs and perform routing standby duties. 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 provide the knowledge, skills, and abilities necessary for a Recreation Supervisor. A typical way of obtaining the required qualifications is to posses a bachelors degree with major coursework in recreation administration, physical education, leisure services or a related field and five years of professional recreation experience, which must have included one year of lead or supervisory experience.

License/Certificate:

Must possess and maintain a valid California class C driver’s license and a satisfactory driving record. At the option of the appointing authority or the City, persons hired into this class may be required to either possess at entry or obtain within specified time limits designated licenses, certifications or specialized education and training relevant to the area of assignment.

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

Knowledge of:

Principles and practices of employee supervision, including work planning, assignment and review and the training of staff in work procedures; Principles and techniques of planning and directing group, social and recreational activities for various age groups; Recreation program development methods and practices; Principles and practices of managing recreational programs for community parks, community centers, aquatic centers and/or athletic facilities; Computer applications related to the work; Basic budgeting theories and principles; Recreation site management, including coordination with special instructors and concessionaires; Recreation program evaluation and techniques; Techniques for effectively representing the City in contacts with users and the community; and youth and adult sports programs and league operations including softball, basketball, and flag football.

Ability to:

Planning, assigning, scheduling and reviewing the work of staff; Implementing and evaluating programs and activities within departmental guidelines; Interpreting and implementing departmental policies and procedures; Assessing community recreation needs; Developing and administering program budgets; Developing interpersonal relationships with a variety of users and sponsors; Preparing promotional materials; Organizing and coordinating programs and activities; Preparing reports and giving presentations; and Communication to interact effectively with co-workers, managers, subordinates and the general public sufficient to convey information and to receive work direction

Skill to:

Operate standard office equipment, including a computer and a variety of word processing and software applications