



## LIVERMORE AREA RECREATION AND PARK DISTRICT

### JOB DESCRIPTION

#### JOB TITLE: RECREATION SUPERVISOR

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DIVISION: Recreation

CLASSIFICATION CODE: 5235

REPORTS TO:

FLSA STATUS:

DATE ADOPTED: January 14, 2004

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#### **POSITION SUMMARY:**

Under general and specific direction, performs technical, responsible, and professional recreation work at a supervisory level, involving one or more major phases of the District's program or facility operation such as aquatics, athletics and sports, recreation classes and cultural activities, teen programs, senior programs, or special events.

#### **SUPERVISION RECEIVED AND EXERCISED:**

Recreation Supervisors work under the direction of, and receive instruction from, a Senior Recreation Supervisor. Work is reviewed through field visits, staff conferences, reports, and formal evaluations. Responsibilities may include direct supervision of full-time and part-time subordinate positions as well as direct and/or indirect supervision of administrative support and maintenance staff and temporary and seasonal recreation staff and volunteers.

#### **DISTINGUISHING CHARACTERISTICS:**

This is a first line supervisory classification in the Recreation Division. Assignments of the class are varied, and may include oversight of one or a number of program areas or operations and maintenance responsibilities for public recreation facilities. Recreation Supervisors are expected to exercise a moderate degree of initiative, judgment, and independent decision making in the performance of their duties. This classification is distinguished from Senior Recreation Supervisor by the assignment of more direct programming responsibilities, and by the lower level of authority and scope of responsibility. It is further distinguished from the Senior Recreation Supervisor in that the latter works as part of the District's management team.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

1. Plans, coordinates, supervises, and conducts one or more major phases of the Recreation Division.
2. Recommends and/or establishes procedures and guidelines for facility use, programs, and program participants.
3. Conducts evaluations of assigned program areas for quality and effectiveness and formulates recommendations for review regarding improved services, development, or cancellation of programs.
4. Supervises, assigns work, and evaluates employees, both full and part-time.
5. Recommends staffing needs; participates in recruitment and selection.
6. Ensures the appropriate training of employees in assigned areas of responsibility; plans and conducts in-service training programs; monitors status of required licenses and certifications.
7. Prepares promotional and informational materials, such as course descriptions, program brochures, newsletters, announcements; does public relations work as requires.
8. Coordinates the use of assigned recreation facilities; arranges for and schedules use of facilities and equipment.
9. Maintains program records and prepares status and activity reports as requested.

10. Prepares preliminary budgets for assigned program areas; recommends equipment and capital outlay items; prepares cost estimates and justifications; assists in monitoring expenditures and budget control.
11. Procures and manages supplies, material, and equipment used in activities; conducts inventory.
12. Ensures that revenue for programs and activities is handled according to established practices and policies.
13. Enforces District rules and regulations.
14. Inspects recreation facilities for safety and appearance.
15. Identifies, evaluates, and responds to emergencies to the extent of licenses and certifications held.
16. Performs a wide variety of administrative staff work.
17. Confers regularly with other supervisors and superiors to harmonize the District's total services, as well with representatives of other agencies in the community regarding cooperation and coordination.
18. Attends and/or speaks at meetings, community and professional functions, institutes conferences as assigned.
19. Serves as a liaison and resource for community agencies and other organizations and performs community outreach to promote recreational programs and stimulate interest.
20. Answers questions and provides information; investigates and resolves complaints.

#### **NON-ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Performs related duties as required.

#### **WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee would encounter while performing the duties and responsibilities of the position. The functions of this position are performed in work conditions found in an indoor recreation or office environment, as well as outdoor recreation environments. Incumbents in this position are frequently required to conduct program activities and trainings, make field visits to monitor facilities and activities, and attend functions at various types of outdoor recreation sites, including heat and sun, cold and rain. The position requires incumbents to work a flexible schedule depending on program needs, including working irregular hours during the day and evening, weekends and holidays, and altering the work schedule as program needs change. Incumbents may be required to be available for emergency call-outs during off time. Periodic travel may be required.

#### **PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the duties and responsibilities of the position. While performing the duties of this position, the employee is regularly required to have: hearing and speech adequate to communicate clearly in person, by telephone and by radio; vision adequate to read standard text; manual dexterity adequate to write and use computers and office equipment; bodily movement adequate to operate a vehicle, and access varying areas of parks and facilities which could include rough and uneven terrain or slippery surfaces; and physical ability to conduct the trainings required by program assignment. All assignments require incumbents to be able to identify and evaluate field emergencies and to respond physically to those emergencies quickly and appropriately. In an emergency situation, an incumbent assigned to aquatics may need to perform pool rescues.

#### **MINIMUM QUALIFICATION REQUIREMENTS:**

**Education:** Bachelor's degree from an accredited college or university with specialization in recreation, or a related field.

**Experience:** Two (2) years of full-time, or its equivalent in part time, increasingly responsible paid recreation experience.

OR

**Alternate:** A combination of education, experience, and training that would likely provide the knowledge, skills, and abilities required to perform the duties of the position.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

**Knowledge of:** Principles and practices of effective recreation programming and facility management; principles and practices of supervision, including training and performance evaluation; federal, state, and local laws and regulations related to provision of recreation services; occupational hazards and related safety precautions; program content for common and specialized community recreation activities; modern office procedures, methods, and computer equipment; park and recreation facilities and equipment maintenance and operation; community outreach strategies; principles of recreation budgeting and financial record keeping practices; program evaluation methods and techniques; recreation needs of the community, particularly within assigned program areas; English usage, spelling, grammar, and punctuation; basic mathematics.

**Ability to:** Develop, implement, and administer the activities of assigned leisure service programs and activities; identify and analyze community needs and promote interest in recreation services; interpret, apply, and explain established policies and procedures; assist in budget development and administration; plan, organize, coordinate, and direct the activities of personnel involved in conducting leisure service programs; establish and maintain effective working relationships with those contacted in the course of work; perform supervisory tasks including training of employees and procedures; interpret and apply laws, ordinances, rules and regulations and safety and health standards; schedule and oversee facility operations; develop and maintain effective publicity and public relations programs and materials; make effective presentations to large and small groups; establish and maintain accurate records.

**LICENSES AND OTHER CONDITIONS OF EMPLOYMENT:**

- A valid California Driver's License and satisfactory driving record are conditions of initial and continued employment.
- Assignment to Aquatics requires the maintenance of current certifications in: Standard First Aid, CPR for the professional rescuer, American Red Cross Lifeguard Training, American Red Cross Lifeguard Training Instructor, American Red Cross Water Safety Instructor, and American Red Cross Water Safety Instructor Trainer. For all other positions, current certificates in CPR and First Aid are highly desirable.