

CITY OF ARCADIA

RECREATION SUPERVISOR

DEFINITION

Under direction from the Director of Recreation and Community Services, to supervise, assign, review the work of staff responsible for providing recreation services and activities in the department. Current programs by the department are: Contract classes, senior programs and services, youth programs and services, volunteer programs, aquatic programs, facility maintenance and reservations, park and field allocations, excursions, nature center reservations and activities and department and community wide special events.

SUPERVISION EXERCISED

Exercises direct supervision over professional, technical staff, volunteers and indirectly supervises clerical staff.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Plan, prioritize, assign, supervise, and review the work of staff responsible for providing community and recreation services and activities.

Participate in the selection of assigned staff; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures.

Maintain and review records of schedules, program participation, monies received, expenditures, accidents, vandalism, and contract programs.

Supervise paid and volunteer staff.

Supervise the operation of programs and activities under areas of responsibility. Make recommendations for new/improved programming as necessary.

Supervise the preparation and distribution of recreation publicity including press releases, brochures, pamphlets, flyers, and printed schedules.

Research, requisition, purchase, deliver, and issue equipment and supplies for program operation.

Develop clear and concise reports including information for staff reports, analysis of programs, new program proposals, information for grants, and financial reports.

Organize various programs and special events.

Provide technical staff support to the Department's Commissions and various service boards.

City of Arcadia

Recreation Supervisor (Continued)

Recommend and assist in the implementation of goals and objectives; establish schedules and methods for providing community and recreation services; implement policies and procedures.

Participate in the preparation and administration of the assigned budget; submit budget recommendations; monitor expenditures.

Schedule facilities, transportation, and appropriate activity supervision.

Respond to and resolve inquiries and complaints.

Participate in City meetings /committees as assigned.

Participate in community meetings to discuss and evaluate program techniques and content; evaluate community needs and interests; prepare community surveys; recommend new recreation programs to meet community needs.

Prepare promotional materials, program evaluations, correspondence, and reports.

Monitor the use of City recreation facilities by user groups, assisting and enforcing established rules of facility use and participant conduct.

Prepare and deliver effective oral presentations to civic, social, and business groups; consult with business, school officials, social and service groups and the public regarding programs and facilities.

OTHER JOB RELATED DUTIES

Solicit contributions of funds, materials, equipment, and prizes for special events and recreation programs.

Perform related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Operations, services, and activities of a comprehensive recreation program.

Principles of supervision, training, and performance evaluation.

Procedures, methods, and techniques of recreation program development, administration, and promotions.

Rules, practices, techniques, and equipment used in specialized recreation activities.

Basic marketing techniques to increase attendance and promote programs.

City of Arcadia
Recreation Supervisor (Continued)

Techniques used in public relations.

Principles of budget preparation and control.

Pertinent Federal, State, and local laws, codes, and regulations.

Modern office practices, methods, and computer equipment.

Principles and procedures of record keeping and reporting.

Safe driving principles and practices.

Skill to:

Operate modern office equipment including computer equipment.

Operate a motor vehicle safely.

Ability to:

Supervise, organize, and review the work of professional, technical, and clerical personnel.

Select, supervise, train, and evaluate staff.

Perform professional-level recreation program planning, scheduling, and implementation.

Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.

Interpret and apply the policies, procedures, laws, and regulations pertaining to assigned programs and functions.

Prepare and maintain accurate and complete records.

Prepare clear and concise reports.

Respond to requests and inquiries from the general public.

Communicate clearly and concisely, both orally and in writing.

Analyze and evaluate community needs and work with community organizations in developing recreation programs.

Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Minimum Qualifications:

Experience:

Four years of progressive responsible recreation programming and budgeting experience including supervisory experience.

Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in recreation, physical education, or a related field.

License or Certificate:

Possession of, or ability to obtain, an appropriate, valid driver's license.

Possession of, or ability to obtain, CPR and first aid certification.

Possession of, or ability to obtain, FEMA training certificates.

Special Requirements:

Essential duties require the following physical skills and work environment:

Ability to sit, stand, walk, run, kneel, crouch, stoop, squat, and lift 50 lbs.; exposure to outdoors; ability to travel to different sites and locations.

Effective Date: January, 1999

Revised Date: October, 2009