

## **CITY OF BRISBANE**

### **RECREATION SUPERVISOR**

#### **Definition**

Under general supervision of the Parks and Recreation Director, plans, organizes, directs and coordinates a variety of recreation programs for youth, teens, adults and seniors, which may include a school-age child care site with programs for children, a senior center site and related programs, aquatic and sports programs, various recreational special projects, summer programs and City-wide special events on a year-around basis for participants of all ages; and performs other related duties as required.

#### **Class Characteristics**

This is an experienced recreation class, with day-to-day site and program administrative responsibilities. Specific responsibilities may vary, depending upon the site, programs or projects to which assigned; however, all assignments require a knowledge of the provision of recreation and related services to a variety of age groups, the ability to organize and oversee the work of part-time staff and/or volunteers, a strong customer-service orientation and the skill to relate to a variety of individuals, families and groups from various socio-economic backgrounds. This class is distinguished from Parks and Recreation Director in that the latter has overall City-wide, multiple program, budgetary and administrative responsibilities for all recreation and related activities and facilities.

#### **Examples of Duties** (Illustrative Only)

- Plans, supervises, coordinates, reviews and evaluates a variety of recreation programs and activities, at one or multiple sites, such as a school-age child care center, a senior service site, the rental of City facilities for private functions, summer day camps, athletic and aquatic programs and facilities, specialized arts programs, and a variety of special community and fund-raising events.
- Plans, organizes, assigns, directs and reviews the work of assigned staff and volunteers; provides input into recruitment, selection and evaluation actions; ensures the most effective use of staff and materials resources; trains staff in work procedures.
- Oversees the facilities and activities at a specific child care, senior services, swimming pool or other recreation service provision site; ensures that the site is maintained in a clean, safe, orderly and secure condition.
- Ensures that programs and facilities are in compliance with applicable State, County and local regulations.
- Assists in planning department-wide and program-specific services, guidelines, publicity and activities; evaluates program effectiveness and suggests improvements.
- Provides input into budget requests and administers program budgets after adoption; prepares and assists in the administration of various grants.

- Prepares and presents staff reports for the City Council and the Parks, Beaches and Recreation Commission.
- Leads and directs a variety of activities such as games, athletics, arts, crafts, drama, music, health, science, nature, lifeskills, culinary, reading, sports, food service, aquatics, and other indoor and outdoor activities in the area of assignment; plans and implements organized field trips and outings.
- Maintains communication and effective relationships with family members of children, teens, seniors, other program participants and community groups.
- Handles medical and aquatic emergencies and injuries; provides first aid and/or adult and child cardiopulmonary resuscitation; contacts police, fire and emergency medical services as required.
- Works closely with representatives of other public and private organizations, including educational and community groups; responds and resolves to inquiries and concerns from participants, family members and the public.
- Maintains accurate records and prepares a variety of periodic and special reports regarding program and event activities, including registrations and fees received.
- Sets up and uses a variety of recreation, cleaning, and other equipment related to the program as well as standard office equipment, including computers; may drive a motor vehicle to transport supplies, equipment and program participants in the course of the work.

### **Qualifications**

#### **Knowledge of:**

- Principles, practices and service delivery needs related to the program area(s) to which assigned.
- Principles and practices of recreation program development, implementation, review and evaluation.
- Principles and practices of employee and volunteer supervision, including work planning, assignment, direction, review and training.
- Applicable regulations and rules related to the program area(s) and facilities to which assigned.
- Standard office practices and procedures, including record keeping, business mathematics and basic computer applications related to the work.
- Safety principles and practices, including first aid and adult and child cardiopulmonary resuscitation.
- Techniques for effectively dealing with individuals of various ages and from various socio-economic groups.
- Basic practices of program budgeting.

#### **Skill in:**

- Planing, supervising, coordinating, reviewing and evaluating a variety of recreation, childcare, teen, sports, aquatic, senior and related programs.
- Planing, scheduling, assigning, directing and reviewing the work of staff and volunteers.
- Interpreting, applying and explaining policies, procedures and regulations.

- Handling medical emergencies and injuries in a calm and effective manner, including providing basic first aid and/or adult and child cardiopulmonary resuscitation.
- Maintaining facilities and equipment in a clean, safe and secure manner.
- Recommending and administering program and projects budget(s) after approval.
- Exercising sound independent judgment within general procedural guidelines.
- Maintaining accurate program records and files.
- Preparing clear and concise reports, correspondence and other written materials.
- Establishing and maintaining effective relationships with those contacted in the course of the work.

**Education and Experience:**

Equivalent to graduation from a four year college or university with major course work in recreation or a related field and two years of increasingly responsible, full-time experience in recreation program management or field related to the work. Additional related experience may be substituted for the education on a year-for-year basis to a maximum of two years.

**Licenses and Certifications:**

Must possess a valid California class C driver's license and have a satisfactory driving record. Must possess or obtain prior to the completion of the probationary period First Aid and Infant and Adult Cardiopulmonary Resuscitation (CPR) Certificates, and, if assigned to the aquatics program, Water Safety Instructor and Lifeguard Instructor Certification.

**Working Conditions:**

Must be willing to work off-shift and weekend hours, depending upon the program or project to which assigned. Must be fingerprinted for submission to the California Department of Justice in order to work with children.

**Physical Demands:**

Must possess mobility to use standard recreation/office equipment, including a computer; strength to lift and carry office and recreation materials weighing up to 35 pounds and to reach and stoop to participate in recreational activities; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone.

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Former Titles:

Abolished:

Revised Date:  
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