

CONEJO RECREATION & PARK DISTRICT

Job Title: Recreation Supervisor

Division: Recreation & Community Services

Summary:

Under general supervision, plans, organizes, directs, and supervises comprehensive public and voluntary recreation programs for a community area or facility and provides highly responsible and technical leadership in a specialized program, in accordance with District policies and procedures.

Essential Duties and Responsibilities:

- Plans, organizes, develops, supervises, and coordinates the implementation of recreational programs and services for a specific community area, facility, or a District wide program.
- Establishes effective relationships and confers with community members, schools, advisory groups, and commercial concerns to coordinate, evaluate and formalize program proposals.
- Provides liaison between community residents and District administration.
- Prepares publicity materials and makes presentations to community groups and schools to promote participation in activities.
- Establishes and maintains facility use controls.
- Develops and administers unit budget and assists in Division budget preparation, and recommends equipment acquisition.
- Schedules, supervises, trains, and evaluates subordinates and contract instructors.
- Prepares and maintains a variety of records, reports, and correspondence.
- Requisitions and maintains an inventory of recreational equipment, supplies and materials and monitors their use.
- Coordinates activities, finances, and meetings of a Community Advisory Council.

Other Duties and Responsibilities:

- Drives to various sites to perform duties.
- Inspects activity areas and instructs athletic or recreation programs.
- Issues and monitors field or facility permits and specialized certifications.
- Participates in special events planning.
- May be required to transport participants or materials.
- Performs other related duties as assigned.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. *

Education/Experience:

Bachelor's Degree with major emphasis in Recreation; four (4) years full time experience in group recreational leadership, including supervisory and budgetary experience; or an equivalent combination of education and experience.

Language Ability:

Ability to read, analyze and interpret periodicals related to area of expertise, technical procedures, or government regulations. Ability to write reports, correspondence, procedure

manuals or articles. Ability to effectively communicate, present information in oral and written form, and respond to questions from managers and the general public.

Math Ability:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to develop and monitor budgets. Ability to compile and interpret statistical information.

Reasoning Ability:

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written or oral form.

Certificates and Licenses:

California Driver's License, with ability to obtain Class B designation; First Aid and CPR certificate within 6 months. Recreation Therapist Certification (RTC) required for Therapeutics Unit. NYSCA Clinician Certificate desirable for Sports/Aquatics Unit. All positions working with children under 18 require fingerprint clearance.

Supervisory Responsibilities:

Directly supervises several employees including subordinate supervisory staff. Subordinate positions will vary depending on assigned Unit. Is responsible for the overall direction, coordination, and evaluation of these Units. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. *

While performing the duties of this job the employee is occasionally exposed to outdoor weather conditions. If assigned to the Sports/Aquatics or Therapeutics Unit the employee is regularly exposed to wet or humid conditions; moving mechanical parts; high, precarious places; fumes or airborne particles; and risk of electrical shock. The noise level in the environment is moderate to loud.

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. *

While performing the duties of this job the employee is regularly required to talk or hear. The employee is frequently required to sit; use hands to finger, handle, or feel. The employee is occasionally required to stand; walk; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl. The employee is frequently required to lift up to 50 pounds and occasionally up to 100 pounds. Lifting requirements may vary according to assigned Unit. The vision requirements include ability to adjust focus and close vision.

*Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Title: Rec. Supervisor
JD3005 Reviewed 10/07

Pursuant to California Government Code Section 3100, all public employees are required to serve as disaster service workers subject to such disaster service activities as may be assigned them by their supervisors or by law.

