

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; and performs other duties as assigned.

Essential Duties & Responsibilities:

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

- Plans, schedules, assigns, supervises and participates in one or more of the District's recreational and/or community service units; interprets and communicates District policies to staff and ensures compliance with applicable federal, state and District safety regulations; interviews and participates in selecting new staff; establishes performance requirements; regularly monitors, evaluates and addresses performance.
- Contributes to the development of and monitors performance against the unit budget; approves purchases and other expenditures in accordance with District policies and procedures.
- Establishes effective relationships and confers with community members, schools, advisory groups and commercial concerns to coordinate, evaluate and formalize program proposals.
- Acts as liaison between community residents and District administration.
- Prepares and reviews publicity materials and produces presentations to community groups and schools to promote participation in activities.
- Establishes and maintains facility-use controls; ensures safety protocols are followed by all staff and members.
- Prepares and maintains a variety of records, reports and correspondence including budget allocation and tracking, expense accounting, and training and personnel records.
- Requisitions and maintains an inventory of recreational equipment, supplies and materials and monitors their use.
- Coordinates the Community Advisory Council's activities and meetings.
- Issues and monitors field or facility permits.
- Plans, organizes, develops, supervises and coordinates special-event planning.
- **As assigned to Aquatics:** Ensures operations comply with federal, state and local public pool regulations; assists with sanitary control measures, performs pool maintenance and cleanup, and applies premeasured chemical treatments in the absence of maintenance personnel; coordinates use of pools with swim clubs, school teams and outside agencies.

- **As assigned to Therapeutics:** serves as a lead for inclusion services; evaluates, develops and makes recommendations to implement reasonable accommodations inclusion services for those with special needs based on research, trends and best practices; monitors their effectiveness; keeps current, reviews and analyzes applicable laws and legislative issues and trends in the area of program assignment for implementation.
- **As assigned to Teen & Senior Services:** researches and applies trends and concepts in programming targeting teens and seniors; plans, develops and conducts field trips to areas of special interest to teen and senior recreational groups; oversees commercial kitchen and maintains required certifications per health department guidelines; investigates, interprets and adheres to health codes and trains staff on regulations; maintains effective working relationships with the city for maintenance and use of building. Also serves as staff liaison to the Goebel Senior Center Commission, a partner 501(c)(3), and is responsible for providing support services to the Commission including joint programming, ensuring brown act compliance, recruitment, and other duties as required.

Other Duties & Responsibilities:

- May be required to drive District or personal vehicle.
- Inspects activity areas and instructs athletic or recreation programs.
- Participates during disasters and when emergency response is needed.
- Exempt employees may be required to work nights and weekends.
- Performs other related duties as assigned.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Any combination of experience and training that would likely provide the required knowledge, skill and/or ability listed below is qualifying.

Education and Experience:

A typical way to obtain the knowledge and abilities would be: a bachelor's degree with major emphasis in recreation or a related field; and four years of 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 public. Ability to speak Spanish desirable.

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:

- Adult and Pediatric First Aid & CPR/AED within 90 days of employment with ability to maintain certifications thereafter as a condition of employment.
- Valid California driver's license with a good driving record and current automobile insurance.
- Department of Justice fingerprint clearance.
- All full-time candidates require satisfactory completion of a pre-employment functional capacity examination.
- Proof of a negative TB skin test.

- **As assigned to Therapeutic unit:**
 - Ability to obtain Commercial Class C designation within one year.
 - Recreation Therapist Certification (RTC) or Certified Therapeutic Recreation Specialist (CTRS) required for Therapeutics Unit.

- **As assigned to Aquatics:**
 - Certified Pool Operator's certification or Aquatic Facility Operator's certification within six months of employment as well as Lifeguard training, American Red Cross Lifeguard Instructor Trainer and American Red Cross Water Safety Instructor certifications.

Supervisory Responsibilities:

Supervises staff within assigned unit. The number of employees supervised varies depending on unit assignment. 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 class. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee works in a community center or office environment subject to frequent public contact and interruption, and to intermittent exposure to individuals acting in a disagreeable fashion. The noise level is usually moderate. The employee occasionally works in outdoor weather conditions subject to extreme heat or cold; and where the noise level may be loud. Exposure to hazardous conditions in the environment will vary depending on unit assigned.

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 should be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

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, push, or pull up to 50 pounds and occasionally up to 100 pounds. The vision requirements include ability to adjust focus and close vision.

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Revised 4/4/24

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.