

RECREATION SUPERVISOR  
(PART-TIME)

**DEFINITION:**

Under direction, plan, organize, and coordinate a variety of group and individual recreation activities at playgrounds, parks, and recreation centers; oversee the City's on-line registration function; and perform related work as required.

**ESSENTIAL JOB FUNCTIONS:**

The listed duties are essential for this class and may include, but are not limited to, the following.

Develop, organize, coordinate, evaluate and supervise recreation programs, including classes, workshops, special events, and art residency programs; prepare oral and written reports and instructions; prepare annual budget for programs within area of responsibility; supervise the operation and safety of community centers, teen center, tiny tot lots, athletic fields and other recreation facilities through on-site monitoring and inspection; represents the division/City at meetings and civic functions; administer and maintain the Class registration and reservation system; assist with facility scheduling and arrangement; coordinate facility maintenance and cleaning; supervise the development and implementation of the quarterly recreation class brochure; supervise full time and part time staff; provide staff training and development, including art and recreation leadership skills; promote and provide program information; display courteous and professional behavior toward the public and staff; and observe all City rules and regulations. May be required to work shifts, weekends, and holidays.

**QUALIFICATIONS:**

Training and Experience: Graduation from an accredited college or university with major course work in recreation, public administration, or related field; three years full-time recreation experience, or five years part-time recreation experience, including recreation leadership, and/or implementing recreation activities and/or programs.

License: Valid California C driver's license at time of employment.

For specialized examinations, change the experience requirement to:

**Recreation Supervisor/Visual Arts:**

Training and Experience: Graduation from an accredited college or university with major coursework in art, public arts administration, or related recreation field AND three years full time arts recreation experience or five years part-time arts recreation experience. Experience must have included leadership and/or implementing arts education/recreation activities.

### **Recreation Supervisor/Class Registration:**

**Training and Experience:** Graduation from an accredited college or university with major coursework in recreation, public administration, or related field; three years full-time recreation experience including supervisory experience, class registration and reservation software (preferably Class) experience, and implementing recreation activities and/or programs.

**Knowledge, Skills, and Abilities:** Must have knowledge of the principles and practices of recreation administration, activities and facilities, and the equipment, facilities, operations, and techniques used in a broad community recreation program; skill in operating department tools and equipment, and effectively communicating - both orally and in writing; ability to plan, coordinate, and evaluate recreation activities and facilities; train, direct and supervise recreation staff and volunteers, prepare accurate records, reports and program manuals, maintain effective working relationships with City staff, community leaders, program instructors and participants, and the public, and lift or move up to 50 pounds.

### **PHYSICAL DEMANDS AND WORK ENVIRONMENT:**

While performing the duties of this job, the employee may frequently drive to specific locations; work outdoors, and may be exposed to variable weather conditions. The employee is frequently required to walk, stand, stoop, kneel, and use arms, legs, and back to occasionally lift and/or move up to 50 pounds. The employee will use arms to reach and carry and use hands to operate, finger, and handle objects and controls. Noise levels are moderately loud when outdoors.