



Recreation Program Supervisor

Department/Division:	Parks and Recreation
Reports To:	Recreation Services Manager
Provides Direction To:	Recreation Supervisor, Recreation Coordinator, Senior Recreation Leader
Bargaining Unit:	Manhattan Beach Mid-Managers Employee Association (MBMEA)
Exemption Status:	Exempt
Employment Status:	At-Will
Date Prepared:	August 20, 2014
Date Revised:	March 30, 2018

GENERAL PURPOSE

Under general supervision, plans, organizes and supervises recreation programs, program activities, and special events and provides program management; supervises assigned staff; administers schedules, budgets, and recreation programs; serves as liaison to various Citywide Committees; and performs other related duties as assigned.

DISTINGUISHING CHARACTERISTICS

The Recreation Program Supervisor position is distinguished from the Recreation Supervisor in that it has greater responsibility managing programs and supervising full-time staff and more extensive interface with community organizations and committees. The Recreation Program Supervisor oversees specific program functions, and does not have a broader division management or division budgetary accountability, as the Recreation Services Manager.

ESSENTIAL FUNCTIONS

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 the class.

1. Supervises, develops, promotes, implements and evaluates recreation programs and activities in area of assignment.
2. Recruits and recommends the hiring and selection of staff and volunteers; conducts new employee orientations; coordinates, trains, assigns, reviews, and evaluates work; and implements disciplinary actions as needed.
3. Establishes program goals and objectives, and develops programs in consultation with staff, department management and other stakeholders, and serves as a liaison and information resource to various Committees, program participants, and civic groups.

ESSENTIAL FUNCTIONS (continued)

4. Prepares and administers program budgets and related records and evaluates actual costs for conformance to plans.
5. Evaluates program attendance, participant responses, and resource allocations to determine continuation, cancellation, or level of indirect support.
6. Administers professional service agreements and contracts; ensures insurance documents, qualifications, fingerprinting and other required documents are completed as required by the City.
7. Oversees contractors providing classes for program depending on division assignment in older adult services, sports and fitness, aquatics, or specialty and enrichment programs through Parks and Recreation programming.
8. Manages and oversees the implementation of various programs, events, and services depending on division assignment, which may include youth, teen, and adult sports programs, after school programs, contract classes, older adult programs, cultural arts and aquatics programs.
9. Plans, coordinates, and participates in the development of quarterly marketing brochures, flyers, press releases, and other marketing and promotional materials involving media applications.
10. Estimates personnel, resources, and time required for various programs.
11. Collaborates and develops partnerships with community organizations, governmental agencies, and private service agencies to provide educational, social and recreational services pertaining to assigned program area.
12. Prepares and reviews staff reports, annual program summaries, activity records, incident reports.
13. Surveys community for new and creative programs and events.
14. Monitors and keeps informed of current trends, including program development trends and best practices, and potential operational improvements.
15. Oversees and assists with maintaining community facilities; reports and facility and park maintenance issues and recommends changes.

QUALIFICATIONS GUIDELINES

Knowledge of:

Theories, principles, and practices of local government recreation and leisure management; information sources and trends; applicable federal, State and local health and safety codes and Americans With Disabilities Act (ADA) public facilities accessibility regulations; sports rules and league scheduling practices; field standards for games and maintenance practices; research methods; modern recreation services practices, including program planning, marketing, budgeting practices and fee schedules; contract administration practices; program evaluation practices; report preparation practices; principles of employee supervision, training, and evaluation; customer service practices

Ability to:

Plan, organize, assign, review and evaluate the work of full-time and part-time staff and volunteers; establish program area policies and procedures; organize, develop, and supervise a variety of events and special programs; manage facility, field, or aquatic facility operations; serve as staff liaison to various community groups and advisory committees or commissions; communicate effectively, both orally and in writing; establish and maintain effective working relationships with staff, management, community groups, facility users, school district representatives, and the general public; discuss recreation issues, needs, and expectations; prepare a variety of activity and budget reports and correspondence; operate computer hardware and standard office equipment and use word processing, spreadsheet, graphics, and related recreation software applications programs.

Education/Training/Experience:

Bachelor's degree from an accredited four-year college or university with a major in leisure services, recreation management, physical education, sociology or a related field is required. Three (3) years full-time of responsible professional recreation and program planning experience is required, with at least two (2) years in a supervisory capacity, in the implementation of recreational, social and cultural programs and activities in aquatics, youth services, facilities, arts, sports, administration, or older adult services.

Licenses, Certificates; Special Requirements:

Ability to attain a valid Class C California driver's license, acceptable driving record, and proof of auto insurance in compliance with the City's Vehicle Insurance Policy standards.

Depending upon position assignment, may require certification by the Red Cross as a Lifeguard, CPR certification, First aid certification, and Water Safety Instructor certification.

Depending upon position assignment, may require certification as a Certified Pool Operator, Youth Sports Administrator, or Emergency Management Training (ICS 100, 200, 300) .

May work extended hours, evenings, and on weekends to attend meetings, programs and special events.

In accordance with California Government Code Section 3100, City of Manhattan Beach employees, in the event of a disaster, are considered disaster service workers and may be asked to protect the health, safety, lives, and property of the people of the State.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands and work environment described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this class, the employee is regularly required to sit, stand, walk, talk, and hear; use hands to finger, handle, feel or operate standard office equipment; and reach with hands and arms above and below shoulder level; stoop, kneel, or crouch to access or place records or files; lift and carry records and documents, typically weighing less than 25 pounds. The employee must be able to physically lift, push, pull, and/or carry materials, and recreational and media equipment used for special events weighing up to 50 pounds.

Sensory demands include the ability to see, talk, and hear.

Mental Demands

While performing the duties of this class, the employee is regularly required to use oral and written communication skills; read and interpret program data, rules, and requirements; analyze and solve problems; use math and mathematical reasoning; work with constant interruptions and meet deadlines; and interact with City officials, media, citizens groups, sports officials, school representatives, contractors, employees, management, and others encountered in the course of work; occasionally subject to conflicts involving the use of community services.

WORK ENVIRONMENT

The employee works in both office and field settings, and occasional travel is required to different community centers, events, as well as user group and public meeting sites. In field settings, the employee is occasionally exposed to loud noise during sporting and recreational activities and special events and works under variable weather conditions at different sites and events.