

City of San Rafael
Job Class Specification

Job Title: Recreation Supervisor

SUMMARY:

Responsible for planning, promotion, organization, and development of two or more programs in the Community Services Department including but not limited to Child Care, Athletics, Aquatics, Al Boro Community Center, Falkirk Cultural Center, San Rafael Community Center, Terra Linda Community Center, Youth Services, Senior Services, Contract Classes, Community Gardens, Marketing, Arts, Film Permits, and/or Special Events. Exercises direct supervision over program, professionals, support staff and office staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. This list is meant to be representative, not exhaustive. Some incumbents may not perform all the duties listed while in other cases related duties may also be assigned.

- Participates in program budget development, and monitoring.
- Develops, promotes and markets quality program activities. Monitors programs and insures customer satisfaction.
- Under the direction of the Senior Recreation Supervisor, recruits, selects and trains assigned staff.
- Develops and oversees staff scheduling, assuring appropriate and adequate staffing levels.
- Develops and delivers programs associated with assigned division.
- Participates with other staff on facility coordination of program activities.
- Represents the departments in liaisons with community and neighborhood groups.
- Procures and manages program supplies and inventory.
- Organizes and maintains personnel records and files.
- Procures and manages program supplies and inventory.
- Monitors contract employees including contracts, facility space and permits.
- Recruits, trains, and hires instructors. Evaluates performance.
- Prepares a variety of required and regulated reports such as latchkey.
- Reviews and edits newsletters and other announcements.
- Represents the department in coordinative efforts with community and neighborhood groups.
- Performs related duties as required.

KNOWLEDGE OF:

- Recreation theories, principles, practices, and programs
- Recreation program rules and equipment
- Budgeting
- Principles of Supervision
- PCs and related software
- Contract development and administration
- Age and content specific programming such as Child Care and Seniors

ABILITY TO:

- Operate a PC and related software.
- Adhere to program standards and objectives.
- Establish and maintain cooperative working relationships with others.
- Prepare and present concise written and oral reports.
- Support and carry out the goals and objectives of the department.
- Work the hours associated with the department and position.
- Operate developmentally appropriate programs.

- Coordinate use of facilities.
- Develop and administer staff programs.
- Review programs for quality.

EDUCATION AND/OR EXPERIENCE

Any combination of education and experience that demonstrates possession of the requisite knowledges, skill and abilities. A typical way to obtain these would be: BA in Recreation and four years of recreation experience including two years in a lead or supervisory position.

Valid drivers license

Child Center Permit for some positions

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

While performing the duties of this job, the employee is regularly required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee is occasionally required to climb or balance and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed to video display. The employee is frequently exposed to outdoor weather conditions and frequently works in evenings or weekends and inside environmental conditions. The employee is occasionally exposed to moving mechanical parts and occasionally works with use of a personal vehicle. The noise level in the work environment is usually loud.

Prepared by: Nash & Co.
Revised by: Stacey Peterson
Revised Date: May 1, 2018
Approved by: City of San Rafael
FLSA Status: Exempt