

CITY OF IRWINDALE

RECREATION SUPERVISOR

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

SUMMARY DESCRIPTION

Under general direction, assists in the planning, promotion, coordination, and supervision of recreation programs, activities, and operations within the Recreation Department; ensures work quality and adherence to established policies and procedures; coordinates assigned activities with other divisions, outside agencies, and the general public; and provides responsible and complex staff assistance to the Recreation Manager.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Assists in the planning, promotion, coordination, and supervision of recreation programs, services and activities for various ages including city-wide special events, sports, before and after-school programs, teen programs, specialty classes, camps, excursions, aquatics, and related recreation activities.
2. Participates in the development and implementation of goals and objectives as well as policies and procedures; makes recommendations for changes and improvements to existing standards, policies, and procedures; monitors work activities to ensure compliance with established policies and procedures.
3. Identifies opportunities for improving service delivery methods and procedures; identifies resource needs; reviews with appropriate management staff; implements improvements.
4. Coordinates and reviews the work plan for assigned recreation services and activities; assigns work activities and projects; monitors work flow; reviews and evaluates work products, methods, and procedures; meets with staff to identify and resolve problems
5. Participates in the selection of recreation staff; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline procedures.
6. Participates in the preparation and administration of the department budget; submits budget recommendations; monitors expenditures.
7. Evaluates activities to ensure they meet community needs and are in compliance with all laws, policies, regulations, goals, and safety standards.
8. Develops marketing and community outreach strategies including social media and city website updates as well as promotional materials such as flyers, brochures, and pamphlets.
9. Exercises independent judgment within policy guidelines, evaluates operations, develops solutions and ensures effective communication of any and all issues.
10. Coordinates and plans City wide special events including coordinating with volunteers, internal departments and vendors.
11. Provides quality customer service; responds to public inquiries in a courteous manner; provides information within the area of assignment; resolves complaints in an efficient and timely manner.
12. Maintains records concerning operations and programs; prepares reports on operations and activities.

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13. Attends and participate in professional group meetings; stay abreast of new trends and innovations in the field of recreation; incorporates new developments as appropriate into programs.
14. Serves as department liaison and work with program participants, community groups, and school officials regarding programs, activities, and special events.
15. Performs related duties as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

Operations, services, and activities of recreation programs.
Principles and practices of program administration.
Principles of supervision, training, and performance evaluation.
Basic principles and practices of budget preparation and administration.
Common recreational and social needs of various age groups.
Group recreational and social activities.
Techniques and methods of organizing group activities.
Principles and procedures for implementing and directing a wide variety of recreation activities and the development of programs through community participation.
Equipment used for assigned recreation activities.
Rules and regulations of sport activities.
Public relations.
Assessing and prioritizing multiple tasks, projects, and demands.
Principles and procedures of record keeping.
Principles of business letter writing and basic report preparation.
Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.
Pertinent federal, state, and local laws, codes, and regulations.

Ability to:

Coordinate and direct recreation programs.
Supervise, organize, and review the work of assigned staff involved in developing and coordinating recreation programs.
Participate in the selection, training, and evaluation staff.
Recommend and implement goals, objectives, policies and procedures for providing recreation services and programs.
Understand the organization and operation of the organization and of outside agencies as necessary to assume assigned responsibilities.
Understand, interpret, and apply general and specific administrative and departmental policies and procedures as well as applicable federal, state, and local policies, laws, and regulations.
Prepare clear and concise reports.
Participate in the preparation and administration of assigned budgets.
Develop and administer community-based recreation programs suited to the needs of the community.
Plan and organize work to meet changing priorities and deadlines.
Effectively represent the department to outside individuals and agencies to accomplish the goals and objectives of the unit.
Work cooperatively with other departments, City officials, and outside agencies.
Respond tactfully, clearly, concisely, and appropriately to inquiries from the public, recreation staff, or other agencies on sensitive issues in area of responsibility.

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Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Education and Experience Guidelines - *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Education/Training:

Equivalent to the completion of the twelfth grade supplemented by college level course work in recreation, public administration, or a related field.

Experience:

Five years of responsible program administration experience related to organized community service and recreation activities including two years of administrative and/or lead supervisory experience.

License or Certificate:

Possession of an appropriate, valid driver's license.

Possession of a CPR and First Aid certificate.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein 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 these essential job functions.

Environment: Work is performed primarily in a standard office environment and at indoor and outdoor recreational facilities; travel to different locations; incumbents may be exposed to inclement weather conditions; work and/or walk on various types of surfaces including slippery or uneven surfaces; incumbents may be required to work extended hours including evenings, weekends, and holidays.

Physical: Primary functions require sufficient physical ability and mobility to work in an office and recreation facility setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; to travel to other locations using various modes of private and commercial transportation; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.

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Ralph Andersen & Associates