

RECREATION SUPERVISOR

DEFINITION

To plan, organize and supervise comprehensive recreational programs for the Town of Yountville.

DISTINGUISHING CHARACTERISTICS

The Recreation Supervisor is responsible for planning, budgeting, scheduling, and supervising a variety of community recreation programs, activities, and facilities. The incumbent, within policy guidelines, exercises considerable discretion and independence in supervising and supervising the Town's recreation programs, employees' activities and facilities. The position differs from other recreation positions; Recreation Coordinator, Recreation Specialist, Recreation Assistant and Recreation Aide, by having responsibility for overall program and facility supervision.

SUPERVISION RECEIVED/EXERCISED

The Community Services Director provides general supervision. Exercises direct supervision over Recreation Coordinator, Recreation Specialists, Recreation Assistants, Recreation Aides, Aquatics Pool Managers, Lifeguards and Pool Attendants, Recreation Contract employees, Coordinators and various part-time recreation personnel.

ESSENTIAL DUTIES

Plans, implements, and evaluates a comprehensive recreation program for the Town that may include visual arts, performing arts, adult sports, youth sports, aquatic, or other recreation specialties. Select, train, supervise, and evaluate assigned staff that provides on-going and special programs for the Town. Supervise and participate in the design, preparation, and distribution of publicity including press releases, brochures, flyers, pamphlets, and printed schedules. Establish and maintain positive relationships with individuals, businesses, community organizations, and school officials to assess that programs and activities are meeting the changing needs of the community. Respond to inquires or requests for service from interested community groups and citizens. Prepare and monitor the budget for assigned programs. Assist in development of short and long term planning. Enforce department policies regarding program operations. Attend various after hour meetings and community events. Perform related duties as assigned.

OTHER DUTIES

Provides leadership to assigned staff, and serve as Town's representative in addressing patron disciplinary or behavioral issues as related to program participation or facility use; assist in developing annual budget. Performs related duties and responsibilities as required.

QUALIFICATIONS

Experience/Education/Training

Sufficient experience, education, and training to establish and maintain an effective Town recreation program. A typical way of obtaining the required qualification is to:

- Possess five to six years of increasingly responsible supervisory experience in implementing recreation activities and managing community facilities, and have the equivalency of two years of college education.
- A Bachelor's degree is highly desirable.

LICENSE OR CERTIFICATE

Possession of a valid California Driver's License.

Recreation supervisory experience highly desirable.

Knowledge/Ability

General knowledge of developing, implementing, and conducting a variety of recreation activities and programs through community participation; program content for specialized community recreation activities, including marketing themes, practices and principles as they apply to a wide variety of leisure services; personnel principles and practices, including recruitment of part-time employees and volunteers, supervision, program and employee evaluation, training, and safety practices; common recreational, cultural, and social needs of a community. Ability to supervise, organize, conduct, and implement recreation activities and manage community facilities interpret and apply Town policies, laws, rules, and procedures; train, supervise, and evaluate part-time employees, volunteers, and contractors; understand community needs in a variety of recreation areas and evaluate activities according to those needs; ability to research, analyze and evaluate new service delivery methods, procedures and techniques; communicate clearly and concisely, both orally and in writing; establish and maintain effective relationships with public groups, agencies, school officials, and others contacted in the course of the work; use computer and other office equipment.

Working Conditions

Position requires sitting, standing, walking on level and slippery surfaces, climbing, reaching, twisting, turning, kneeling, bending, stooping, squatting, and crouching in the performance of daily activities. The position also requires near, far, and color vision while performing lifeguard activities. Additionally, the position requires grasping, repetitive hand movement, and fine coordination when writing and typing schedules and reports.

Certificates/Licenses:

May require evidence of a negative tuberculin test taken within the past two years. Possession and submittal of Standard First Aid and Cardiopulmonary Resuscitation (CPR) certificates are required within 90 days of appointment.