



34009 ALVARADO-NILES ROAD
UNION CITY, CA 94587
(510) 471-3232

SENIOR RECREATION SUPERVISOR

DEFINITION

Under general supervision of the Leisure Services Manager, incumbents in this classification plan, develop, administer, market and evaluate major leisure services and community recreation programs; directly supervise the operation of a multi-purpose recreation facility; provide leadership and direction to several Recreation Supervisors and numerous part-time program staff and contract employees; perform related work as required.

EXAMPLES OF DUTIES

- Provide leadership to the Recreation Supervisors and Coordinators.
- Recruit, screen and select part-time program staff and contract employees; assign, supervise and evaluate staff; maintain records of work performed and authorize payment for services.
- Plan, develop, organize, administer and evaluate major recreation and leisure program areas such as fee activities, playgrounds, adult sports, teen activities and special festivals.
- Manage the operations of the Union City Sports Center, including program creation, marketing, implementation and evaluation; budgeting and fiscal monitoring; customer service; equipment evaluation and procurement; development and implementation of performance measures; preparation of reports
- Prepare marketing plans, publicity and informational materials and arrange for the production and distribution of such publicity.
- Meet with community representatives and others to determine the need for and availability of desired programs and services; recommend possible expanded activities complete with cost figures and service estimations.
- Represent the Department at inter-departmental and inter-agency meetings and events.
- Oversee the management of all Leisure Services facilities, arranging for staff coverage and notifying appropriate staff when maintenance or repair is required.
- Prepare materials for the Department's operating budget; estimate costs and revenue; prepare lists of required supplies and equipment for purchase.

- Coordinate activities with and confer with other City staff, school and community representatives, and groups concerned with leisure services.
- Maintain records, prepare reports of activities and correspondence as required.

QUALIFICATIONS

Knowledge Of:

Principles and techniques of planning, developing and administering broad-based recreation and leisure services activities; community organizations and resources; basic budgetary and organizational principles; Organizational management and development concepts and principles, supervision and employee motivation, and analytical principles and recordkeeping practices.

SENIOR RECREATION SUPERVISOR

QUALIFICATIONS

Ability To:

Manage and supervise professional recreation staff at the Recreation Supervisor level; develop, administer and coordinate varied recreational activities; manage the operations of multiple community centers, including Senior Centers, aquatics facilities and Sports Centers; analyze problems, evaluate alternatives and make sound recommendations; communicate effectively, orally and in writing; develop and maintain effective working relationships with those contacted in the course of the work; interpret rules, regulations, policies and procedures; develop and manage complex operating budgets; represent the City and Department in meetings and projects outside the City; maintain accurate records; prepare effective promotional materials; and work independently and coordinate numerous projects concurrently.

A typical way of gaining the knowledge and abilities outlined above is: Bachelor of Arts degree with major work in recreation or a closely related field and five (5) years of progressively responsible experience in the recreation or leisure services field as a Recreation Supervisor (or equivalent). A Masters of Arts degree in Public Administration is preferred.

LICENSE

Possession of a California Driver's license with a satisfactory driving record.