



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

RECREATION SUPERVISOR

DEFINITION

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

EXAMPLES OF DUTIES

- 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.
- Prepare 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.
- Manage assigned community center, arranging for staff coverage and notifying appropriate staff when maintenance or repair is required.
- Assist in preparing materials for the department 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; and analytical principles and recordkeeping practices.

RECREATION SUPERVISOR

QUALIFICATIONS

Ability To:

Develop, administer and coordinate varied recreational activities; manage the operations of a community center; 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; maintain accurate records; prepare effective promotional materials; and work independently and coordinate numerous projects concurrently.

License

A typical way of gaining the knowledge and abilities outlined above is: Completion of four years of college with major work in recreation or a closely related field and two years of responsible experience in the recreation or leisure services field. Additional experience as outlined above may be substituted for the college coursework on a year-for-year basis.