

CITY OF LATHROP
RECREATION SUPERVISOR

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

DEFINITION:

Under direction of the Director of the Parks and Recreation, supervises, evaluates, participates and coordinates the work of assigned staff in one or more areas of the Department, including sports programs, teen programs, before and after school childcare programs, day camp and enrichment classes; maintains appropriate work records which may include budget information, grant tracking and the daily attendance of children; ensures safe work practices, work quality and accuracy; serves as a technical resource for assigned staff; performs other related duties as required.

DISTINGUISHING CHARACTERISTICS:

The **Recreation Supervisor** is the supervisory level class in which incumbents are responsible for overseeing daily operations and/or performing the more complex and technical duties, including program and activity planning, and providing supervision to assigned staff in one or more program areas. This class is distinguished from the next higher classification of Director of Parks and Recreation in that the latter is responsible for the overall management of the Parks and Recreation Department.

SUPERVISION RECEIVED/EXERCISED:

Receives direction from the Director of Parks and Recreation. Exercises direct and indirect supervision over assigned staff.

ESSENTIAL FUNCTIONS: *(include but are not limited to the following)*

- Plans, coordinates, develops and participates in the work of staff responsible for various recreation programs and activities, including sports programs, teen programs, before and after school childcare programs, day camp and enrichment classes.
- Assigns work to staff; monitors work activities to ensure safe work practices, work quality and accuracy; ensures compliance with applicable rules, policies and procedures; participates in the selection and training of staff, coaches and volunteers; assumes responsibility for motivating and training assigned staff and volunteers; provides necessary training; initiates discipline procedures as is appropriate.
- Develops schedules and methods for performing assigned duties; maintains appropriate work records and documents which may include timesheets for staff, ratio of staff to participants and participant hours.
- Submits recommendations for program budgets; monitors Division budget; purchases program and activities supplies.

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- Plans, schedules, and evaluates all programs and activities in assigned areas; finds instructors for the various courses offered; develops and distributes all publicity for these classes and other assigned recreation programs, including press releases and flyers.
- Administers, organizes and plans program content for a variety of programs; organizes and participates in special events.
- Establishes positive working relationships with representatives of community organizations, state/local agencies and associations, City management and staff, and the public.

If assigned to Teens, Grants and Facility Supervision:

- Coordinates a variety of teen programs; oversees teen sports, trips and special events; works with the Youth Advisory Committee and other community organizations and commissions; participates on Lathrop's Skatepark Committee.
- Performs a variety of research involving grants; prepares and submits grant proposals and applications; tracks grant spending and submits appropriate reports and records for grant management.
- Oversees the use of the Community Center and Facility Supervisors.

If assigned to Sports and Childcare Programs:

- Coordinates sports programs for adults and youth; hires and trains coaches; orders all necessary equipment and uniforms; schedules all games; creates rosters for sports programs; orders awards for adult and youth sports.
- Administers the State Funded Food Program for the before and after school programs and the day camp; oversees the tracking of participants and all daily paperwork.
- Supervises and interacts with the children and parents; bills delinquent accounts for the before and after school programs and the day camp; inputs cash received daily.

PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:

Position requires sitting, standing, walking, reaching, twisting, turning, kneeling, bending, stooping, squatting, grasping, and making repetitive hand movement in the performance of daily duties. The position also requires both near and far vision when reading correspondence, statistical data and using a computer. The need to lift, drag and push files, paper and documents weighing up to 25 pounds is also required. Additionally, the incumbent in this outdoor position works in all weather conditions, including wet, hot and cold.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

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QUALIFICATIONS: *(The following are minimal qualifications necessary for entry into the classification.)*

Education and/or Experience:

Any combination of education and experience that has provided the knowledge, skills and abilities necessary for a **Recreation Supervisor**. A typical way of obtaining the required qualifications is to possess the equivalent of three years of increasingly responsible experience in providing recreation programs, and a bachelor's degree in recreation management, business or public administration or a related field.

License/Certificate:

Possession of, or ability to obtain, a valid class C California driver's license and CPR certification.

KNOWLEDGE/ABILITIES/SKILLS: *(The following are a representative sample of the KAS's necessary to perform essential duties of the position.)*

Knowledge of:

Modern principles, practices, methods and materials used in assessing the recreation, cultural and leisure needs of the community, including children, teens and adults; procedures for planning, implementing and maintaining a variety of recreation and leisure time activities and programs through community participation; principles and practices of program administration, including budgeting and marketing; purchasing and program need forecasting; methods and techniques of supervision, training and motivation; basic principles of mathematics; applicable federal, state and local laws, codes and regulations; methods and techniques of scheduling work assignments; standard office procedures, practices and equipment; modern office practices, methods and equipment, including a computer and applicable software; methods and techniques for record keeping and report preparation and writing; proper English, spelling and grammar; occupational hazards and standard safety practices.

Ability to:

Plan and organize daily work schedules for the various recreation programs; plan, organize and direct children, teen and adult programs and a variety of community classes and sports programs; supervise and participate in the establishment of Department goals; design, develop and implement recreation and leisure programs suited to the needs of the community; elicit community and organizational support for community recreation programs; analyze, interpret and explain Division policies and procedures; prepare and administer the program budget; develop and maintain a wide variety of governmental and private grants; develop and coordinate work programs; respond to issues and concerns from the community; plan, organize, train, evaluate and direct work of assigned staff; perform mathematical calculations quickly and accurately; interpret, explain and apply applicable laws, codes and regulations; read, interpret and record data accurately; organize, prioritize and follow-up on work assignments; work independently and as part of a team; make sound decisions within established guidelines; analyze a complex issue, and develop and implement an appropriate response; follow written and oral directions; observe safety principles and work in a safe manner; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships.

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Skill to:

Operate standard recreation tools and equipment; operate an office computer and a variety of word processing and software applications.