

Pleasant Valley Recreation and Park District, CA



JOB DESCRIPTION

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

RECREATION SUPERVISOR

Department: Recreation

Pay Grade: F107

FLSA Status: Exempt

JOB SUMMARY

Plans, oversees, and supervises comprehensive recreational programs of cultural, arts, youth and adult sports, contract classes, senior citizen programs or other recreation programs involving the supervision of group instructors, contractors, staff, and volunteers in the planning of activities and events. Performs contract administration for contractual instructors. Prepares and administers department/section budget. Ensures safe work practices, work quality and accuracy; prepares, supervises, and maintains work records and reports; serves as a technical resource for assigned personnel. Provides written and oral reports to the Recreation Services Manager, General Manager, and the Board of Directors.

ESSENTIAL JOB FUNCTIONS

- Responsible for planning, directing, organizing, managing, and controlling the operational budget.
- Directly supervise and manage part-time, full-time employees, contract instructors, and volunteers. To include onboarding, training, scheduling, professional development, HR related items while adhering to District guidelines, policies, and procedures.
- Develop, conduct, promote, supervise, manage, and participate in various activities, programs, events, and rentals to include use of equipment, facility management and programming, while maintaining records, preparing evaluation reports on programs and maintain district reports.
- Provide guidance for all programs and special event execution.
- Oversee all aspects of the Aquatic Center; including day-to-day operations, managing, and training all staff, budgeting, purchasing, and evaluating the programs.
- Will provide support with marketing/programming material for recreational programs to include public relations, print materials, and digital media.

- Serve as liaison between Pleasant Valley Recreation and Park District and Community Service Group Organizations; negotiate and resolve significant and controversial issues.
- Will open, close, secure, setup/break-down and maintain a safe program environment and facilities that align with District rules and regulations.
- Evaluate programs and facilities to ensure optimum utilization and service to community to ensure recreation programs meet the needs of the community of all ages and abilities, while implementing market driven initiatives.
- Respond to public and internal inquiries made by telephone, correspondence, or during public meetings about activities, programs, and events while maintaining a professional attitude and appearance.
- Demonstrate continuous effort to improve operations, streamline work processes within the District and outside organizations.
- Attend board meetings; prepare and present staff reports and other necessary board items.
- Perform cash handling duties using basic mathematical calculations with speed and accuracy, receive payment, count money, and make change, and prepare District reports.
- Respond to injuries by administering First Aid, CPR, and rescue breathing if needed and adhering to District guidelines and policies and procedures.
- Maintain communications and effective working relationships with co-workers, supervisors, other governmental agencies, non-profit organizations, civic groups, elected and appointed officials, community groups and the public-at-large.
- Represent the department/District on various boards, committees and within community, government, and civic organizations.
- Attend and participate in professional group meetings/training staying abreast of new trends and innovations in the field of recreation and parks.
- Perform other related duties as assigned.

QUALIFICATIONS

Education and Experience:

Associate degree in recreation, physical education, leisure studies, sociology, gerontology, communications, health care profession, or related field with a minimum of four (4) years of progressive experience in recreation, supervision and/or equivalent combination of education and experience.

Some positions may require American Red Cross certifications: Lifeguarding, Standard First Aid, CPR for the Professional Rescuer and AED.

Special Qualifications:

Position requires an average amount of driving, therefore, must have daily access to a vehicle, and possess a valid California driver's license, and maintain appropriate insurance on vehicle used in the course of business duties. Position may involve driving to events as a representative of the District. CPR and First Aid Certification are required no later than six (6) months after

employment. Successful completion of tuberculosis, drug and alcohol screening and criminal justice fingerprint clearance/background check required.

Knowledge, Skills, and Abilities:

- Knowledge of common office practices; current recreation trends; principles of supervision, employee motivation, training, and performance evaluation.
- Knowledge of social and advocacy programs, services, and activities within the recreation field; laws and regulations governing recreation programs.
- Ability to read, analyze and interpret periodicals related to area of expertise, technical procedures, or government regulations. Ability to write reports, correspondence, procedure manuals or articles.
- Ability to effectively communicate, present information in oral and written form, and respond to questions from managers and the general public; interpret and explain pertinent District policies and procedures.
- Ability to assist in the development and monitoring of an assigned program budget; develop and recommend policies and procedures related to assigned operations; coordinate, organize, implement, and publicize recreation and leisure time activities and specialized events.

PHYSICAL DEMANDS

The work is categorized as medium. Additionally, the following physical abilities are required:

- Mobility: frequently required to stand, sit, twist, and walk; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl.
- Lifting: frequently lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds, and occasionally lift and/or move up to 75 pounds.
- Dexterity: use hands to finger, handle, or feel.
- Hearing/Talking: frequent hearing and talking, in person and on the phone or two-way radio.
- Vision: Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.
- Emotional/Psychological: frequent concentration; frequent public and/or coworker contact; occasional working alone.
- Environmental: frequent exposure to heat, cold, and inclement weather conditions.

WORK ENVIRONMENT

The noise level in the work environment is usually loud.

Pleasant Valley Recreation and Park District has the right to revise this position description at any time and does not represent in any way a contract of employment.

Employee Signature

Date

Supervisor (or HR) Signature

Date