

# **RECREATION / COMMUNITY SERVICES SUPERVISOR**

AGENCY/DEPARTMENT: Community Services/Recreation

Approved By HR Director: Bob Heitzman Date Approved: 07/30/2004 Date of Last Revision: Reports to: Senior Recreation Supervisor Supervises: Part-time and volunteer staff Conflict of Interest Code Filer:

**JOB SUMMARY:** Under general supervision, oversees and supervises a community facility providing multiple recreation and community service programs and activities; develops community-based programs; liaisons with outside community agencies regarding recreation and community services; and performs other related work as necessary.

## EXAMPLES OF ESSENTIAL FUNCTIONS:

- 1. Develops and oversees a variety of community-based recreation and community service programs and activities.
- 2. Oversees and supervises a community facility providing multiple recreation and community service programs and activities;
- 3. Ensures the safety, security, and efficiency of operations and activities for the community facility and park area.
- 4. Schedules and provides direction and training to part-time and volunteer personnel and conducts staff meetings to discuss participation and status of programs and needed improvements.
- 5. May oversee the work and recommend the hiring, discipline, training, scheduling, and work assignment of full-time staff.
- 6. Receives and responds to public and community group recreation and community services inquiries and requests and assists with customer services and providing appropriate recommendations; assists subordinate staff with problem resolution.
- 7. Liaisons and collaborates with area schools, local community organizations, and businesses to determine community needs assessment, develop joint activities, and solicit donations.
- 8. Coordinates and communicates interactions and activities with other City departments.
- 9. Creates and prepares reports, including program evaluations, incidents and related reports.
- 10. Provides program implementation recommendations and assists with special projects, departmental procedures.
- 11. Assists with the review of facility reservations and scheduling; assists with facility usage rate application.
- 12. Maximizes facility usage.

#### **QUALIFICATION GUIDELINES:**

ANY COMBINATION OF EDUCATION AND/OR EXPERIENCE THAT PROVIDES THE REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES TO PERFORM THE ESSENTIAL FUNCTIONS OF THE POSITION. EXAMPLE COMBINATIONS ARE LISTED AS FOLLOWS.

**EDUCATION:** Equivalent to an associate's degree in recreation, physical education, public administration or related field.

**EXPERIENCE:** Three years of experience in coordinating recreation and community services programs, including supervision of recreation staff.

### KNOWLEDGE OF:

- > Principles and practices of community facility operations.
- > Principles and practices of recreation and community service program administration.
- > Development and implementation of recreation and community services programs.
- Program accounting and revenue methods and techniques.
- Promoting, public relations, fund-raising and customer service methods and communication techniques.
- Wide variety of recreation programs.
- Safety practices in a recreational setting.
- Principles of supervision and training.
- > Applicable federal, state, and local laws and regulations.

#### ABILITY TO:

- > Develop and supervise multiple recreation programs.
- > Safely and effectively operate a community facility.
- Supervise, train and evalute the work of recreation staff and volunteer personnel.
- > Identify and resolve customer service complaints and related issues.
- > Prepare reports and other related documents and materials.
- > Interpret, comply, and communicate City policies and procedures.
- > Elicit community and organizational sponsorship of recreation programs and events.
- Develop promotional activities and materials for recreation and community services events and programs.
- Operate office computer and utilize spreadsheet, word processing, and other applicable software programs.
- Communicate effectively both orally and in writing with co-workers, supervisors, management, other department representatives, and the public
- Schedule and monitor the status of staff, programs, and activities.

#### LICENSES:

- Valid Class C CA drivers license
- Acceptable driving record at time of appointment

#### **CERTIFICATIONS:**

> Ability to obtain certification in first aid and cardiopulmonary resuscitation (CPR).

#### SPECIAL REQUIREMENTS:

Ability to work flexible and weekend hours

#### DESIRABLE:

> Experience in Word, Excel, PowerPoint and RecWare applications.

 FLSA Exemption Status: Non-Exempt

 Employee Unit: San Bernardino Public Employees Association

 DOT Program Participant: No

 Job Family: Community Services/Recreation

 Career Progression:

 Recreation / Community Services Coordinator

 Recreation / Community Services Supervisor

 Senior Recreation / Community Services Supervisor

 Recreation / Community Services Manager

 Recreation / Community Services Director