RECREATION SUPERVISOR

Definition:

Under general direction supervises, directs, plans, coordinates and participates in a variety of recreation related programs including team/league sports and family/youth recreation; manages City's facility and park rental program as assigned; works with community groups, other agencies and business to improve and promote park program/facility offerings and performs related work as required.

Essential Duties and Responsibilities:

The responsibilities and essential duties performed on a frequent and recurring basis by an incumbent include the following:

Plans, organizes, coordinates, manages and participates in activities for an assigned recreation program area.

Coordinates special event permit processes related to facility and park rentals as assigned.

Gathers and analyzes data to determine community recreation needs; recommends new programs/activities and evaluates current programs/activities.

Monitors facility and program expenditures and revenue and assists with budget preparation.

Prepares and presents reports, attends a variety of meetings and makes oral and written presentations.

Interacts with the public, service groups, team/league groups, businesses and nonprofit/public agencies.

Supervises, trains and evaluates assigned staff and assists in their selection.

Plans, develops and implements marketing and fundraising plans.

Monitors the maintenance of the rentable facilities and ensures facility security system(s) as appropriate.

Operates a personal computer and uses applicable software to produce a variety of reports and correspondence.

Identifies funding sources; assists in grant writing and solicits funds/donations for assigned area.

Responds to questions from the general public and explains Park and Recreation facility rental and team/league programs, policies and procedures.

Develops and participates in promotional/marketing activities.

Maintains computerized and manual records.

Monitors the maintenance of parks/facilities assigned including grounds and buildings and ensures facility security systems.

Lifts and carries boxes of supplies and equipment weighing 50 pounds or less and uses basic hand tools.

Drives a vehicle on City business.

Other Duties and Responsibilities Include:

Performs other projects/tasks as assigned.

Class Characteristics:

Recreation Supervisor is a multi-incumbent supervisory class in the Parks and Recreation Department. The incumbent manages a variety of recreation functions related to a major section/function of the department.

Contacts and Relationships:

The Recreation Supervisor establishes and maintains contact with other Parks and Recreation staff and local service/athletic groups and businesses. Additional contact will occur with the public, facility/rental patrons, staff in other City departments, businesses and public/nonprofit agencies.

Qualification Guidelines:

The knowledge and abilities which are required to perform the duties and responsibilities of this class include the following:

Knowledge of:

Recreation programs and methods of delivery.

Basic facility rental techniques and practices.

Marketing principles and practices.

Coordination and negotiation techniques related to area assigned.

Office and billing procedures and practices.

Marketing principles and fundraising methods.

Methods and procedures of budgeting related to area assigned.

Methods of making effective oral and written presentations.

Effective supervisory techniques.

Customer service techniques.

Legal issues related to areas of responsibility.

Computer applications related to area assigned.

AND

Ability to:

Train, supervise and evaluate the work of assigned staff.

Establish and maintain effective working relationships with those contacted in the course of work.

Communicate effectively orally and in writing.

Maintain accurate financial records and assist with the budget process.

Analyze and evaluate data, make recommendations and write reports.

Develop marketing plans and publicize/market/promote the use of City facilities and activities.

Direct and coordinate the work of assigned staff.

Meet the public with courtesy and tact.

Operate a personal computer and use applicable software programs.

Understand and carry out oral and written instructions and use independent judgment and initiative.

Adhere to multiple deadlines and handle multiple projects.

A typical way to obtain the knowledge and abilities is as follows:

Education:

Bachelors Degree in or supplemented by course work in Business Administration, Public Administration, Recreation or a related field from an accredited college or university.

AND

Experience:

Three years of experience in the operation of a public or private recreational related facility to include one year in a supervisory capacity and some experience in facility/park marketing and promotion.

Special Requirements Include:

Valid and appropriate California Drivers License and acceptable driving record at time of appointment and throughout employment in this position.

The City of Fullerton's Conflict of Interest Code requires that a Recreation Supervisor file financial disclosure statements in accordance with state and local laws.

Must be able to work a flexible schedule to accommodate City needs including evenings, weekends and holidays.

Physical Tasks and Working Conditions Include the Following:

Work is performed in an office environment and in a variety of on-site locations. When on-site an incumbent may be exposed to the elements. An incumbent uses a computer, screen and related equipment, sits, stands and walks, and reaches, bends, kneels, grasps, lifts and carries, pushes, pulls and drags boxes of supplies and equipment weighing 50 pounds or less. An incumbent drives a vehicle on City business and uses basic hand tools. When on-site an incumbent may walk and stand on slippery and uneven surfaces, climb ladders, steps and inclines, crouch and twist. An incumbent must be able to meet the physical requirements of the class and have mobility, balance, coordination, vision, hearing and dexterity levels appropriate to the duties to be performed.

Fair Labor Standards Act Designation: Exempt – Administrative.

Established July 2006