

## **RECREATION SUPERVISOR**

### CODES/PAY RANGE

Class Code: 2907

EEO Code: B

Pay Range: 118

### MAJOR FUNCTION

Responsible full time recreation work in the coordination of multiple recreation programs in a designated recreation district.

### ILLUSTRATIVE DUTIES

(NOTE: These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

Supervises the recreation activities of groups within a program, assigned district, or center. Supervises such recreational activities as summer programs, after-school programs, community centers, special events, youth and adult sports programs.

Stimulates interest in recreational activities within the area of assignment through contacts and liaison with interested groups and individuals. Supervises, trains, and evaluates the work of part-time staff and volunteer personnel at the assigned location.

Participates in staff conferences in planning comprehensive recreation programs. Conducts staff meetings with part-time personnel to discuss plans, programs, and problems.

Investigates and takes action on requests, suggestions or complaints concerning recreation services in the assigned area. Provides leadership, equipment and facilities to staff members and the community.

Requisitions equipment and supplies as needed. Responsible for inventory control of equipment and materials allocated to a particular program.

Performs related work as required.

### KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of the principles, practices, and techniques of public recreation programs and the needs of all levels and age groups. Knowledge of the facilities and equipment required in both indoor and outdoor recreation activities.

**(Recreation Supervisor continued)**

Ability to establish and maintain effective working relationships with the general public.  
Ability to demonstrate skill and leadership in various recreational activities.

MINIMUM QUALIFICATIONS

Bachelor's in Recreation or Physical Education, Health or closely related field.

A comparable amount of education, training, or experience may be substituted for the minimum qualifications.

ADA REQUIREMENTS

Physical Demands: Light work. Ability to talk & see; stand, walk.

Mental Demands: Ability to read and comprehend professional and technical journals, manuals, instructions and procedures; memos, safety instructions, policies. Ability to perform general mathematical functions. Ability to write business letters, memos, evaluations. Ability to speak publicly and extemporaneously. Ability to communicate complex ideas and thoughts.

Environmental Demands: Both inside and outside work. Exposure to inclement weather (heat, humidity, rain, cold), dust.

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