

Jurisdictional Class: Competitive; Non-Competitive when Part Time or Seasonal
Adopted: May 23, 1985
Revised: November 20, 2015

RECREATION SUPERVISOR

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for planning, organizing and supervising a major segment of the recreation program and activities at a recreation or sports facility, park, gym, camp, playground, or recreation areas. Within area of responsibility, employees participate in planning, promoting, and publicizing program activities in close cooperation with the Director and oversees the day-to-day running of the programs and activities. Supervision is exercised over subordinate recreation staff including Recreation Leaders, Assistants, and Attendants. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Plans, organizes, and directs the recreation program and activities at a recreation or sports facility, park, gym, camp, playground, or recreation areas;
Supervises subordinate staff in the day-to-day running of the recreation programs and activities;
Supervises the setting up, scheduling, collecting of fees, and running of the recreation program and activities;
Prepares publicity and news releases for an assigned portion of the recreation program;
Schedules and directs activities at recreation or sports facility, park, gym, camp, playground, recreation area, or athletic fields;
Plans and promotes special activities, events, and tournaments;
May act as sports official when necessary;
Evaluates program for maximum utilization of staff, resources, and equipment;
Supervises various athletic and sports meetings and acts as contact person for parents and coaches of teams;
May respond to emergencies and may administer first aid and CPR as needed;
Keeps various records of recreation programs, activities, and attendance;
Makes periodic inspections of recreation or sports facility, park, gym, playgrounds, and athletic fields to ensure that program activities are being carried out properly and that health and safety standards are maintained;
Purchases supplies and equipment within limits established and requisitions and controls distribution of supplies and equipment;
Holds meetings for discussions of rules and regulations with teams and parents;
Assists in the formulation of policies for the recreation programs and recommends new programs for implementation;
Assists the Director in the budget preparation for all recreation programs;
Supervises the handling of complaints, disputes and disturbances and deals with various issues that arise;
Runs training sessions with staff for safety plans and updates.

Recreation Supervisor

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:

Good knowledge of recreation administrative theory, principles, and practices;
Good knowledge of planning and equipping recreation facilities and areas;
Working knowledge of governmental budgetary preparation procedures;
Ability to plan, organize, and promote recreation activities and programs;
Ability to plan and supervise the work of others;
Ability to work with groups of people of all ages;
Ability to communicate and cooperate with civic organizations and the general public;
Ability to speak before a group;
Ability to write clearly and concisely;
Sound judgment.

MINIMUM QUALIFICATIONS: Either:

- (a) Graduation from a regionally accredited college or university with an Associate's Degree and six (6) months of paid or volunteer part-time experience in the management of an organized recreation or athletic program/activity; or
- (b) Graduation from high school or possession of a high school equivalency diploma and one (1) year of paid or volunteer part-time experience in the management of an organized recreation or athletic program/activity; or
- (c) One and a half (1 ½) years of paid or volunteer part-time experience in the management of an organized recreation or athletic program/activity; or
- (d) An equivalent combination of training and experience as defined by the limits of (a), (b), or (c) above.

NOTE: Coaching or teaching organized sports or recreation activities or experience as a Sports Official (umpire, referee, etc.) for the above required time frame is acceptable experience toward meeting the above requirements; however, experience as a Recreation Attendant or Recreation Assistant will not be acceptable since duties listed for these positions do not cover responsibility in the management of an organized recreation or athletic program/activity. College course work in recreation management or closely related field can be substituted for the experience with three credit hours equaling six months of experience.

NOTE: Assignments made to employees in this class will require reasonable access to transportation to meet field work requirements in the ordinary course of business.

SPECIAL REQUIREMENT: If CPR is required, possession of a valid American Red Cross (ARC) Basic Life Support for the Professional Rescuer Certificate (CPR/BLS) or CPR for the Professional Rescuer Certificate (CPR/FPR), or equivalent* and American Red Cross Community First Aid and Safety Certificate or Standard First Aide Certificate required at time of appointment.

* **ACCEPTABLE EQUIVALENT COURSES:** American Heart Association (AHA) Course C: Basic Life Support for Health Care Providers, BLS for Health Care Providers or BLS, Modules 1, 2, 3 and 4.

Please Note: Annual CPR Recertification is required. First Aid Certifications are valid for a maximum of three (3) years.