



RECREATION SUPERVISOR JOB DESCRIPTION

GENERAL STATEMENT OF DUTIES:

Supervise, coordinate, and participate in a comprehensive recreation services program for all members of the community.

SUPERVISION:

Under the administrative direction of the City Manager or designee, the Recreation Supervisor exercises direct supervision over all Recreation Department personnel.

EXAMPLES OF DUTIES:

Provide exemplary customer service to all individuals by demonstrating a willingness to be attentive, understanding, responsive, courteous and respectful, and to actively participate in maintaining a positive customer service environment.

Create, administer, and provide supervisory direction to the Buellton Arts and Cultural Committee.

Plan, prioritize, motivate, supervise and review the work of staff responsible for providing recreation programs for youths, adults, and senior citizens including classes, sporting events, youth camps, field trips, social gatherings, and special events.

Initiate, direct, coordinate and supervise a variety of recreational programs and activities.

Recommend and assist in the implementation of goals and objectives; implement approved policies and procedures.

Establish schedules and methods for providing recreation programs; identify resource needs; review needs with appropriate management staff; allocate resources accordingly.

Participate in the selection of recreation program staff; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures.

Participate in the preparation and administration of the Recreation Department budget; submit budget recommendations; monitor expenditures and revenues to insure compliance with approved budget.

Coordinate various recreation or athletic programs; develop event schedules and supply appropriate staffing levels; attend scheduled events and assess program fulfillment of community needs.

Meets with school representatives and local civic groups and organizations to plan and promote recreational programs.

Advise, instruct and assist new employees, individuals and groups on social and recreational programs; develop and conduct recreational classes and workshops including arts, crafts, and sporting techniques.

Monitor and inspect recreation facilities; schedule maintenance and secure facilities.

Schedule usage of recreational facilities for activities including instructional lessons, special events and outside organizations' use; provide information and assistance.

Supervise the issuance and maintenance of recreation supplies and equipment.

Maintain records and prepare evaluation reports on new or ongoing programs; document the number of registrations and fees collected; maintain and file accident reports; prepare statistical reports as required.

Attend and participate in professional group meetings; stay informed of new trends and innovations in the field of recreation.

Work with school district and staff to implement changes to after-school programs, including program restructuring, and scholarship programs. Meet with school officials and staff to implement changes, develop activities and improve program quality.

Review marketing materials for interest level and factual accuracy; collaborate with staff to develop strategies to improve marketing and service quality within cost standards and accepted timelines. Coordinate publicity with other departments and outside organizations.

Research and write grant applications and solicit for corporate, local, state or federal sponsorship. Assist Department staff in preparation of grant applications and supplemental materials. Facilitate grant requests, approvals, and acknowledgments for grants received.

Oversee Recreation Department vehicle use and maintenance schedules and assure drivers are properly licensed and vehicles are properly maintained.

Coordinate the City/School District Joint Use Committee meetings. Acts as liaison to the Santa Ynez Botanic Garden Foundation and PAWS Park and other future partnering agencies.

Perform related duties and responsibilities as required.

KNOWLEDGE, SKILLS AND ABILITY:

Operations, services and activities of recreation programs for youth, teens, active adults, and senior programs; principles of supervision, training and performance evaluation; modern and complex principles and practices of recreation program development and administration; principles of budget preparation, including estimating revenues and managing expenditures; principles and practices of facilities management; modern office procedures, methods and computer equipment; prepare clear and concise staff reports and attachments; make oral presentations to City Council and at various events; recent developments, current literature and sources of information related to recreation planning and administration; procurement practices related to equipment and supplies; marketing theories, principles and practices and their application to a wide variety of recreation services; ability to select, train, supervise, and review the work of professional, technical and clerical personnel and identify and resolve staff deficiencies; interpret and explain city policies and procedures related to recreation programs; manage recreation contracts and agreements; operate and use modern office equipment including a computer; research, analyze and evaluate new programs and trips; recommend and implement goals, objectives, and practices for providing effective and efficient recreation programs; elicit community and organizational support for recreation programs and trips; communicate clearly and concisely, both orally and in writing; and establish and maintain effective working relationships with those contacted in the course of work.

PHYSICAL DEMANDS AND WORKING CONDITIONS:

This position requires frequent walking and standing; the ability to lift/carry objects weighing up to 40 pounds, stoop and crouch, reach for and handle various pieces of equipment including recreation equipment. The employee works in both office and field settings with frequent interruptions. Position may require maintaining physical condition necessary for sitting for prolonged periods of time. Occasional driving is required to attend functions and events, which may require working for extended hours. Ability to hear clearly over distracting noise.

EXPERIENCE AND TRAINING:

A bachelor's degree from an accredited college or university in recreation administration, communications, public administration, or related field preferred. Three years of responsible experience in recreation program development and implementation, including three years of lead or supervisory responsibility. First Aid/CPR certification and California Class B driver's license required, with the ability to maintain insurability under the City's vehicle insurance policy.

SELECTION GUIDELINES:

City applications required; rating of education, certifications, and experience; oral interview, job-related tests; successful completion of pre-employment physical and Live Scan background check.

PROBATIONARY PERIOD:

Employees must complete twelve (12) months of probation at a satisfactory level prior to gaining regular status.

This job description is not intended to be all-inclusive. An employee may also perform other reasonable related business duties as assigned by his/her immediate supervisor. The position is considered non-exempt.