

Greater Vallejo Recreation District Job Description

Classification Title	Recreation Supervisor
FLSA Status	Non-Exempt
Salary Grade	63S
Reports To	Recreation Services Director

GENERAL DEFINITION

Under general direction, plans, assigns, reviews, evaluates, and supervises the work of staff responsible for planning, coordinating, implementing, and conducting a variety of recreations programs, services, and activities;; develops, implements, evaluates, promotes, and supervises programs and program staff which may include: youth programs, aquatics, youth and adult sports, facility management, operations and reservations, special interest classes, and community events; fosters cooperative working relationships with various public, private, and community groups and across District sites; provides support to the Recreation Services Director relative to the assigned area(s) of responsibility; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Recreation Services Director. Exercises direct supervision over professional, technical, and/or administrative support staff.

CLASS CHARACTERISTICS

This is the full supervisory-level class in the recreation series that exercises independent judgement on diverse and specialized community, recreation, and leisure programs with accountability and ongoing decision-making responsibilities associated with the work. Incumbents are responsible for assigning, planning, supervising, reviewing, and evaluating the work of assigned staff, for overseeing program development and implementation, and are responsible for providing professional-level support to the Recreation Services Director in a variety of areas. Performance of the work requires the use of independence, initiative, and discretion within established guidelines and scope of practice.

EXAMPLES OF TYPICAL DUTIES & RESPONSIBILITIES

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the typical functions of the job.

- Plans, assigns, supervises, reviews and evaluates the work of recreation staff responsible for planning, coordinating, implementing, delivering, and evaluating recreation and leisure programs, services, activities, and facility operations within the District service area.
- Participates in the development, recommendations and implementation of goals, objectives, policies, and procedures for assigned services and programs-.

- Evaluates employee performance, counsels employees, provides constructive feedback, and effectively recommends promotions and/or initial disciplinary action; participates in employee recruitment and selection.
- Reviews and evaluates new proposals for programs, activities, and events' approval in conjunction with the Recreation Services Director.
- Develops, plans, supervises, implements, and evaluates recreation and leisure programs, activities, and events; establishes schedules and methods for providing community and recreation services.
- Continuously monitors and evaluates the efficiency and effectiveness of program and service delivery methods; identifies opportunities for improving service delivery and procedures; provides recommendations concerning process changes; reviews with appropriate management staff; implements improvements.
- Evaluates, recommends, and administers program budgets developed in conjunction with Recreation Coordinators; determines and recommends equipment, materials, and staffing needs for assigned facilities, projects, and programs; prepares detailed cost estimates with appropriate justifications as required; assumes responsibility for administration of budget applicable to area of assignment including monitoring and controlling expenditures.
- Supervises and oversees the effectiveness of recreation program operations, activities, facilities maintenance and operations, community events, and makes recommendations for improvements or modifications.
- Coordinates and tracks first aid, cardiopulmonary resuscitation (CPR), water safety instruction (WSI), and other safety training and certification courses for assigned staff, as needed.
- Participates in ensuring compliance with relevant health, safety, and licensing laws and guidelines; maintains and updates all records required by federal, state, and local regulatory agencies.
- Supervises the preparation of and executes program publicity brochures, flyers and forms, and assists with press releases.
- Provides support to the department, such as conducting research, performing special projects, and developing reports.
- Participates in long-term planning to assess future needs; researches new operational techniques, methods, and equipment, and makes recommendations for implementation and/or purchase.
- Ensures assigned staff observe and comply with all District and mandated safety rules, regulations, and protocols.
- Performs related duties as required.

HUMAN COLLABORATION & JOB IMPACT

This area describes personal interaction with others outside direct reporting relationships as well as the impact the job has on GVRD, the department or unit objectives, the output of services, or employee or public satisfaction.

- Work requires regular interaction involving exchange and receipt of information. The impact the job has on GVRD is significant in terms of time, money, or public/employee relations.

FISCAL RESPONSIBILITY

This section describes accountability and participation if any, as it relates to the fiscal accountability within department or assigned area(s) of responsibility.

- Position has moderate fiscal responsibility. Assists in recommendations for departmental budget allocations. Monitors division or program level budget and expenditures.

MINIMUM QUALIFICATIONS

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Required Education and Experience

- Equivalent to a bachelor's degree from an accredited college or university with major coursework in recreation, public administration, or a closely related field, plus a minimum of two (2) years' experience in a lead or supervisory position; or
- Four (4) years of increasingly responsible experience in recreation program development and implementation and/or facility management which includes a minimum of two (2) years in a lead or supervisory position.

Required Licenses or Certifications

- Possession of a valid California Driver's License and a satisfactory driving record, to be maintained throughout employment.
- Possession of valid certifications in First Aid and cardiopulmonary resuscitation (CPR) to be maintained throughout employment.
- Possession of a Certified Pool Operator certificate may be required per management's discretion.
- Possession of a Certified Professional Food Manager certificate may be required per management's discretion.

COMPETENCIES FOR SUCCESSFUL PERFORMANCE OF JOB DUTIES

Knowledge of:

- Principles and practices of employee supervision, including work planning, assignment review and evaluation, discipline, and the training of assigned staff in work procedures.
- Principles and practices of leadership.

- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Principles and practices of recreation and community service program development and administration, including program implementation, review, and evaluation, budgeting, and purchasing.
- Principles, practices, and service delivery needs related to facility rentals, classes, and community events.
- Procedures for planning, implementing, and maintaining a variety of recreation and leisure activities and programs through community participation.
- Principles and practices of budget administration and monitoring.
- Principles and procedures of record-keeping, cash handling, and report preparation.
- Research and survey techniques including data collection methodologies.
- Applicable federal, state, and local laws, codes, and regulations as well as industry standards and best practices pertinent to the assigned area of responsibility.
- District and mandated safety rules, regulations, and protocols, including basic first aid and adult and/or child cardiopulmonary resuscitation (CPR) methods.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

Ability to:

- Select and supervise assigned staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Assist in developing and implementing goals, objectives, practices, policies, procedures, and work standards for assigned staff.
- Organize, implement, and direct assigned recreation and leisure programs, services, activities, and operations activities.
- Identify problems, research, and analyze relevant information, develop and present recommendations and justification for solution.
- Evaluate and develop improvements in operations, programs, services, procedures, policies, or methods.
- Evaluate, recommend, and administer assigned program and project budgets.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Direct the establishment and maintenance of a variety of filing, record-keeping, and tracking systems.

- Effectively represent the department and the District in meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with individuals.
- Prepare clear and concise reports, correspondence, documentation, and other written materials.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

WORK ENVIRONMENT/CONDITIONS

The work environment and exposures described here are representative of those an employee encounters while performing the typical functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the typical functions.

Work Environment	Never	Sometimes	Frequently
Office or similar indoor environment			X
Outdoor environment		X	
Street environment (near moving traffic)	X		
Construction site	X		
Confined space	X		
Vehicle	X		
Warehouse environment	X		
Shop environment	X		
Other	X		
Exposures	Seldom or Never	Sometimes	Frequently or Often
Individuals who are hostile or irate		X	
Individuals with known violent backgrounds	X		
Extreme cold (<i>below 32 degrees</i>)	X		
Extreme heat (<i>above 100 degrees</i>)	X		
Communicable diseases		X	
Moving mechanical parts	X		
Fumes or airborne particles	X		

Toxic or caustic chemicals, substances, or waste	X		
Loud noises (85+ decibels such as heavy trucks, construction)	X		

WORKING CONDITIONS & PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the typical functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the typical functions.

- This position is relatively free from unpleasant environmental conditions or hazards and is *generally sedentary*. Incumbents may be required to exert up to 10 pounds of force occasionally, a negligible amount of force frequently, and/or constantly having to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally, and all other sedentary criteria are met.

EEO STATEMENT

GVRD is an equal opportunity employer.

ACKNOWLEDGEMENT

The above statements are intended to describe the general nature and level of the work being performed by people assigned to this position. This is not an exhaustive list of all duties and responsibilities. GVRD reserves the right to amend and change responsibilities to meet business and organizational needs as necessary. Employee(s) will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. Directly related experience/education beyond the minimum stated may be substituted where appropriate at the discretion of the Human Resources Department.

Please sign, date, and present this receipt and acknowledgment form to the Human Resources Department. This receipt and acknowledgment form will be kept in your personnel file.

Employee Name (Print) _____

Employee Signature: _____

Date: _____

Date created	March 2024
Dates revised	