**JOB DESCRIPTION**

**RECREATION SUPERVISOR**

**GENERAL OVERVIEW**

Under general direction, plans, organizes and implements comprehensive community recreation sports and volunteer programs. Incumbent is responsible for a full range of services, including recreation and sports programming, recruitment and coordination of volunteers and part time staff, contract administration, facility maintenance and clean-up\*, building and equipment security and management for recreation, sports and storage facilities.

**SUMMARY OF DUTIES**

* Plans and coordinates community recreation and leisure programs; works with groups that plan to use the facilities to determine program and staff support needs; develops and maintains an active volunteer program; arranges for facilities to be scheduled for use; plans and implements effective public relations and advertising for programs; communicates with facility owners, users and program participants; plans and performs variety of facility maintenance and clean-up tasks.
* Coordinates use of facilities, program staff and volunteers with Feather River College and Plumas Unified School District; assists with interviews, selection and training of staff and volunteers; establishes guidelines for staff and volunteers.
* Recruit Feather River College sports teams to staff or volunteer in District programing.
* Coordination with Feather River College Staff in joint student outreach programming.
* Provides direct supervision performance development and appraisals for assigned staff.
* Develops and administers broad community service programs for youths and adults to include but not limited to, playgrounds, organized sports, cultural arts, aquatics, summer camps, after-school programs and other organized activities; includes hands-on implementation of programs and activities.
* Assists with contract administration for community service programs, recreation programs and recreation facilities with, but not limited to, Feather River College and Plumas Unified School District.
* Coordinates and participates in set-up, operation, maintenance, repair, clean-up and security of assigned park, recreation and sports facilities.
* Performs and documents detailed facility and program safety audits. Takes corrective action as necessary.
* Researches, develops and administers operating policies for assigned facilities; recommends user fees, scheduling systems, facility use requirements and other policies to assure the efficient and effective use of facilities; assists in the preparation and administration of division budget.
* Writes letters, reports and memoranda; conducts meetings and training sessions with staff; participates in department and management meetings, and on community task forces or committees as assigned.

\*Responsible use, care and storage of recreation, maintenance and aquatic equipment.

* Maintains thorough and accurate inventory and serviceability status of recreation, sports and maintenance equipment, supplies and materials. Maintains detailed and accurate program records.
* Performs related duties as assigned.

**ESSENTIAL FUNCTIONS**

* Ability to receive, accurately comprehend and effectively implement written and oral instructions.
* Ability to express information accurately and effectively, in written, multi-media and oral forms.
* Ability to operate computers, telephones and similar automated office systems.
* Ability to effectively plan, organize and direct events and activities.
* Ability to initiate and maintain friendly, professional and productive relationships with public, co-workers and other organizations.
* Ability to effectively analyze, evaluate and solve complex problems.
* Ability to accurately solve intermediate level math problems and equations.
* Ability to lift, carry, push or pull objects weighing up to 35 pounds.
* Ability to perform running motion and change of direction on both smooth and uneven surfaces in manner consistent with sports officiating.
* Ability to perform in-the-water swim motions consistent with life guarding, swim instruction and self-preservation.
* Ability to safely and responsibly operate machinery such as: motor vehicles, mowers and power tools, pool vacuum and miscellaneous pool systems.
* Ability to accurately perform inventory cataloging and control.

**MINIMUM REQUIREMENTS**

Experience: Any combination of training, education and experience which demonstrates an ability to perform the duties of the position. A typical background is graduation from an accredited four-year college with a degree in recreation or closely related field. Two years of increasingly responsible coordinator/supervisory-level experience administering of supervising community sports and recreation programs.

Knowledge of:

* Principles and practices of public recreation administration, community service programs and facility management.
* Methods, techniques and procedures used in the development and administration of recreation, leisure programs and contract facility management.
* Principles, techniques and procedures related to operation of public pool and administration of aquatics program.
* Principles, techniques and rules related to traditional youth and adult recreational sports programs and activities.
* Fundamental knowledge of English language, spelling, grammar, punctuation and sentence structure.
* Fundamental knowledge of effective public relations practices.
* Knowledge of basic budgetary practices.
* Principles of supervision, training and coordination of personnel.
* Appropriate knowledge of safety precautions and procedures.

**LICENSES REQUIRED**

Possession of a valid and appropriate California Driver’s License, (or obtain within one month). Lifeguard or Water Safety Instructor, and Pool Operators Certificate (or obtain within one year of employment).

**SPECIAL NOTICE**

The Central Plumas Recreation and Park District requires a job-related post offer pre-employment physical examination, TB test, fingerprint background check through the Department of Justice, and a DMV printout as part of its screening process for regular employees. Position requires incumbent to work odd and irregular hours, weekends and some holidays. Offers of employment are conditional upon the successful completion of these examinations and reviews. All new hires will be required to provide documentation to verify their status as a US citizen or an alien lawfully authorized to work in the United States. The Central Plumas Recreation and Park District prohibits smoking tobacco products at the work stations of all employees.