



City of Laguna Niguel Job Description

RECREATION SUPERVISOR

Middle Management, Professional, and Supervisory Unit
FLSA: Exempt

DEFINITION

Plan and supervise major recreational programs; perform a variety of technical tasks related to the design and implementation of recreation programs and activities.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from Parks and Recreation Manager.

Exercises direct supervision over full-time, part-time, and volunteer staff.

EXAMPLES OF IMPORTANT DUTIES AND RESPONSIBILITIES

Important responsibilities and duties may include, but are not limited to, the following:

- ◆ Supervise, promote, implement, and evaluate recreation, leisure, and special event programs and services.
- ◆ Recommend and assist in the implementation of goals and objectives; establish schedules and methods for recreation activities; implement policies and procedures.
- ◆ Organize and schedule recreation activities such as special events, theme days, athletics, and educational and recreational classes.
- ◆ Plan, prioritize, assign, supervise, and evaluate the work of staff and volunteers involved in recreation activities; participate in the selection of staff; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures.
- ◆ Monitor program compliance with laws, rules, and regulations related to provision of recreational activities and services.
- ◆ Evaluate operations and activities of the assigned recreation activities and programs; assess community recreation needs and recommend improvements and modifications to recreation programs and events.
- ◆ Participate in budget preparation and administration; prepare cost estimates for budget recommendations; submit justifications for budget items; monitor and control program expenditures.
- ◆ Develop and administer contracts for specialized recreation programs and classes.
- ◆ Requisition and purchase supplies and equipment.
- ◆ Maintain awareness of new developments in recreation; develop new services and programs and modify and incorporate improvements in existing ones.
- ◆ Perform a variety of duties related to public relations and the publicizing of recreational programs and activities; prepare or coordinate the development of programs and events publicity, including news releases, newsletters, flyers,

pamphlets, and brochures.

- ◆ Maintain close contact with school officials and community groups regarding program offerings and coordination of services.
- ◆ Maintain records and develop reports concerning new or on-going programs and program effectiveness; maintain records for registrations and fees collected.
- ◆ Answer questions and provide information to the public; investigate complaints and recommend corrective action to resolve complaints.
- ◆ Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

- ◆ Procedures for developing and implementing a variety of recreational, leisure, and athletic programs and services.
- ◆ Multi-phase recreational, social, and cultural programs for youth and adults.
- ◆ Program content for specialized community recreation and leisure time activities.
- ◆ Principles of supervision, training, and performance evaluation.
- ◆ Recreational, cultural, and social needs of the community.
- ◆ Modern office methods, procedures, and computer equipment.

Ability to:

- ◆ Coordinate, organize, and implement athletic, recreation, and leisure activities and special events.
- ◆ Participate in long-range and strategic planning of the Parks and Recreation Department services and programs.
- ◆ Prepare and distribute publicity concerning new or on-going recreation programs.
- ◆ Supervise, train, and evaluate assigned staff.
- ◆ Understand community needs in a variety of recreation areas; evaluate activities according to those needs.
- ◆ Communicate clearly and concisely, both orally and in writing.
- ◆ Monitor program compliance with related laws and regulations.
- ◆ Establish and maintain cooperative working relationships.

Experience and Training:

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

Two years of experience in the administration of recreational, social, and cultural programs and activities, including some supervisory experience.

Equivalent to a Bachelor's degree from an accredited college or university with major coursework in recreation administration, public or business administration, or a related field.

Licenses:

Possession of, or ability to obtain, a valid California Driver's License.

PHYSICAL DEMANDS

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

While performing the duties of this job, the employee is frequently required to walk, sit, talk, and hear. The employee is occasionally required to use hands to finger, handle, feel, or operate objects, tools, or controls and reach with hands and arms. The employee is occasionally required to climb, balance, stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, color vision, and the ability to adjust focus.

WORK ENVIRONMENT

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

While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions and toxic or caustic chemicals.

The noise level in the work environment is usually quiet while in the office and moderate when in the field.