



JOB DESCRIPTION

Recreation Supervisor

Date Prepared: February, 2017

SUMMARY: Under limited supervision, develops, coordinates, administers, and supervises a variety of recreation and community service programs and activities; performs related duties, as required.

ESSENTIAL FUNCTIONS: -- *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This is not a comprehensive listing of all functions and duties performed by incumbents of this class; employees may be assigned duties which are not listed below; reasonable accommodations will be made as required. The job description does not constitute an employment agreement and is subject to change at any time by the employer. Essential duties and responsibilities may include, but are not limited to the following:*

- Plan, coordinate, and administer a variety of recreational programs to include aquatics programs, contract classes, sports activities, and youth programs; develop program goals and objectives.
- Supervise, train, schedule, and evaluate assigned staff; initiate staff discipline procedures, as needed.
- Plan and oversee the operations of community centers.
- Design, develop, and implement procedures for field, facility, and gym users.
- Develop master seasonal plan and allocate use of fields, facilities, and gyms.
- Recruit, interview, select and train sports officials, volunteers, contractors, and vendors for events and programs.
- Review applications, insurance certificates, business licenses and other required field/facility forms.
- Process fingerprinting and necessary background checks for volunteers.
- Process invoices and contractor payments.
- Prepare and process contracts and agreements; monitor payments and insurance renewals.
- Analyze and evaluate programs and participation.
- Resolve customer satisfaction issues; review and approve requests for refunds.
- Develop and implement policies, procedures, and manuals.
- Serve as the City representative for various boards and committees, community groups and professional organizations.
- Research latest trends in leisure and recreation programs and implement when appropriate.
- Prepare budgets, monitor invoices, purchase equipment and supplies.
- Oversee daily balancing and banking functions.
- Monitor and maintain registration and facility rental software; review and approve facility rental agreements, refund requests, incident reports, equipment safety, facility checklists and pool logs.
- Analyze financial reports and oversee annual account reconciliations.
- Inspect facilities and grounds and coordinate repair or maintenance of facilities, pools, equipment, or vehicles.
- Develop and implement marketing strategies; create and distribute marketing materials; develop and distribute e-mail blasts; maintain division and program related websites and social media platforms.
- Write and administer grants for various programs and projects.

MINIMUM QUALIFICATIONS:

Education, Training and Experience Guidelines:

Associate’s degree in a related field AND three years professional recreation administration experience, including two years of supervisory experience is required; OR an equivalent combination of education, training, and experience.

Knowledge of:

- City policies and procedures.
- Principles and practices of public administration.
- Principles and practices of effective employee supervision.
- Principles and practices of administrative management.
- Principles and practices of contract administration.
- Principles and practices of recreation program administration.
- Principles and practices of aquatic programming.
- Principles and practices of public relations and marketing.
- Principles and practices of basic accounting.
- Principles and practices of conflict resolution.
- Principles and practices of project management.
- Principles and practices of strategic planning.

Skill in:

- Using initiative, discretion, and judgment within established procedures, guidelines, and rules.
- Defining problems, establishing facts, and drawing valid conclusions.
- Managing situations requiring diplomacy, fairness, firmness, and sound judgment.
- Interpreting and applying City, state, and federal policies, laws and regulations.
- Managing staff, delegating tasks and authority, and evaluating staff performance.
- Building effective teams and providing efficient customer service.
- Communicating effectively, both verbally and in writing.
- Operating a personal computer and various software applications.
- Establishing and maintaining cooperative working relationships with department heads, managers, supervisors, employees, vendors, contractors, businesses, schools, external public and private agencies/organizations and the general public.
- Applying safe work practices.

LICENSE AND CERTIFICATION REQUIREMENTS:

Must possess a valid California class “C” driver’s license upon hire and maintain throughout the length of employment with the City of Victorville.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT:

Work is performed in an office environment and in close proximity to other workers. Incumbent shall be exposed to those conditions normally encountered in a business office environment and is occasionally subject to outdoor settings with exposure to diverse weather conditions such as wind, heat, cold, and rain. Physical demands are moderate, consisting primarily of sitting, standing, walking, lifting, and carrying moderately heavy boxes up to 50 pounds and/or utilizing a hand dolly. Incumbent must be able to see and hear in the normal range, with or without correction, and communicate verbally and in written form with great facility, and must be able to be understood. Incumbent must have the stamina to work long hours and overtime, if assigned, and must be willing to work an irregular schedule, which may include weekends, holidays, evenings, and/or varying shifts.

Department Head

Date

Personnel Officer

Date