



City of Larkspur RECREATION SUPERVISOR

DEFINITION

Under general direction, the Recreation Supervisor develops and implements plans to provide a variety of recreation programs to the community of Larkspur, and performs related work as assigned.

DISTINGUISHING CHARACTERISTICS

This is a journey-level position. The incumbent is expected to perform the full scope of recreation program development and management work, and to maintain an appropriate administrative infrastructure for these programs. Incumbents work independently in carrying out assignments and utilize good judgment in decision making. This job is FLSA exempt.

SUPERVISION RECEIVED AND EXERCISED

Supervision is provided by the Parks and Recreation Director. The incumbent may provide supervision as needed to part-time, volunteer, and office staff, and will provide general direction to independent contractors.

ESSENTIAL DUTIES AND RESPONSIBILITIES *(include but are not limited to the following)*

- Assist the Director in development, administration and evaluation of a wide range of recreation programs, including adult sports, senior citizen, child day care, and after-school youth programs
- Evaluate programs, attendance, participant response and costs; make decisions regarding the continuance, modification, or cancellation of programs
- Serve as liaison to local schools, neighboring recreation departments and members of the Larkspur community in promoting and supporting recreation programs
- Administer the budgets for assigned programs and order necessary equipment and supplies
- Prepare promotional materials, flyers, brochures and press releases
- Interview, select, train and evaluate the performance of both paid and volunteer staff
- Plan and conduct special events
- Supervise the rental and use of City Recreation facilities, including scheduling, collection of fees and setup for activities; may assist as needed in setting up and taking down chairs and tables, loading equipment and supplies onto and off of trucks and dollies; may drive a truck to move supplies or equipment
- Monitor trends in recreation programming, community needs and other factors in program planning
- Respond to and resolve difficult and sensitive citizen inquiries and complaints
- Manage and participate in the development and implementation of goals, objectives, policies and priorities for assigned programs; recommend and administer policies and procedures
- Maintain the department's website, creating content as needed and using software to edit and update the site
- Perform related duties and responsibilities as required.

REQUIREMENTS

Knowledge of

- Program planning and evaluation techniques
- Current professional best practices in the recreation programming and/or community services fields, and of methods for operating developmentally appropriate programs
- Correct business English, including spelling, grammar and punctuation.
- Standard office practices and procedures, including records management and the operations of standard office equipment.

Skill in

- Proficiency in the use of Microsoft Office suite; competence with databases, computer class registration and desktop publishing software
- Understanding and applying policies and procedures, and adhering to program standards and objectives
- Developing effective marketing strategies and materials
- Scheduling the use of facilities
- Coordinating the work of subordinate personnel
- Organizing own work, setting priorities and meeting critical deadlines.
- Initiating, developing and maintaining effective collaborative partnerships with schools, other agencies, City departments, boards and commissions, and the general public
- Preparing and presenting concise written and oral reports

EDUCATION AND/OR EXPERIENCE

Sufficient experience and education related to recreation program development and management to demonstrate the knowledge and skills listed and to perform the essential duties is required. A typical way of obtaining the required qualifications is:

- Possession of a Bachelor's degree or equivalent in Recreation Administration, Public Administration, or a related field
- At least 4 years of increasingly responsible experience performing recreation program planning or supervision, event planning, or community outreach activities
- Experience supervising staff or volunteers is highly desirable

In addition, qualified candidates must:

- Possess a valid Class C California Driver's License by date of appointment
- Possess valid CPR and First Aid Certificates within three months of appointment
- Be willing and able to work occasional evenings, weekends and holidays as needed for special events and programs

PHYSICAL WORKING CONDITIONS:

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.

Position requires prolonged sitting, standing, walking, kneeling, squatting and stooping in the performance of daily activities. The employee will occasionally be required to climb or balance or crawl. While performing the duties of this job, the employee is regularly exposed to video display terminals. The position also requires repetitive hand movement and fine coordination in data entry and preparing reports using a computer keyboard. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. Acute hearing is required when providing phone and personal service. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 35 pounds. The employee is frequently exposed to outdoor weather conditions. The employee is occasionally exposed to moving mechanical parts and occasionally works with use of a City vehicle. The noise level in the work environment is occasionally loud.