

## CITY OF MADERA

### RECREATION/COMMUNITY PROGRAMS SUPERVISOR

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

#### **DEFINITION:**

Under general supervision, plans and coordinates the activities and operations of the Recreation and Senior Services Divisions of the Parks and Community Services Department including recreational and leisure services; senior nutritional, health, recreation and social service programs county-wide; the rental of community facilities; identifies potential funding resources and administers grants; serves as a technical resource for assigned work personnel; supervises, evaluates, and participates in the work of personnel responsible for the operation of these divisions; ensures safe work practices and service quality; performs other related duties as required.

#### **DISTINGUISHING CHARACTERISTICS:**

The **Recreation/Community Programs Supervisor** is the single position classification responsible for overseeing the activities of a variety of recreational and leisure services including adult and youth sports, youth and teen programs, community events, and county-wide senior citizen's services including nutritional, health, recreation, social programs and the operation and maintenance of program sites. Additionally, the incumbent has responsibility for the management and operation of community facilities and facilities rental. This classification is distinguished from the next higher classification of Recreation/Community Programs Manager in that the latter has overall responsibility for community programs provided through the department.

#### **SUPERVISION RECEIVED/EXERCISED:**

Receives direction from the Recreation/Community Programs Manager. Exercises functional and technical supervision over assigned staff.

#### **ESSENTIAL FUNCTIONS:** *(include but are not limited to the following)*

- Accepts responsibility for supervising activities, operations and services of the Senior Services Division of the Parks and Community Services Department including planning, coordinating, prioritizing, monitoring and participating in the county-wide programs meeting the nutritional, health, recreational and social needs of the senior population.
- Accepts responsibility for supervising activities, operations and services of the Recreation

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Division of the Parks and Community Services Department including planning, supervising comprehensive recreational programs of adult and youth sports, contract classes, or other recreational programs involving the supervision of group instructors, contractors, and leaders in the planning of activities and events.

- Participates in the development, implementation and maintenance of the division goals, objectives, policies and procedures; ensures that program goals are achieved. Determines long-range program plans and develops methods used in providing community offerings.
- Plans, coordinates and reviews the work plan for assigned projects and responsibilities which may include program design, contract development and monitoring, and program site maintenance and repair, organizing and encouraging the formation of clubs, teams, leagues and special events; responds to inquiries or requests for service from interested community groups and citizens; interprets City policy for community groups, commissions, advisory boards and citizens; may provide staff assistance to advisory commissions and boards.
- Ensures compliance with various reporting requirements.
- Coordinates in the selection and training of personnel; assumes responsibility for motivating and evaluating assigned personnel; provides necessary training; initiates discipline procedures as is appropriate; recruits, hires and manages program volunteers; assigns work to assigned staff and personnel; monitors work activities to ensure safe work practices, work quality and accuracy; ensures compliance to applicable rules, policies and procedures; provides administrative and technical direction to staff.
- Analyzes program services and evaluates changing and developing program needs; seeks out and applies for grants and donations for program funding; administers grants to ensure compliance with regulations.
- Assists with preparation and administration of the annual budget for the Senior Services and Recreation Divisions; monitors expenditures. Maintains profit and loss statements and related contracts for enterprise facilities; works closely with vendors and related agencies.
- Assists in the preparation of federal and state grants as well as seeking sponsorships, gifts and donations; gathers and interprets statistical and fiscal data and submits in report form.
- Prepares and submits a variety of reports and memoranda on a number of related subjects.
- Supervises and participates in the design, preparation and distribution of program publicity including press releases, brochures, pamphlets, flyers and printed schedules; represents the department through the news media.
- Coordinates division activities with agencies and non-profit services.
- Provides staff assistance and technical support to assigned program activities to other City

departments and the Council on Aging; conducts organizational and operational service delivery studies; makes recommendations to address and resolve identified service delivery issues.

- Attends and participates in organizational and community meetings as necessary; stays current on issues relative to recreation and community service programs, parks maintenance and parks development; responds to and resolves community and organizational inquiries and complaints.
- Establishes positive working relationships with representatives of community organizations, state/local agencies, City management and staff, and the public.

**WORKING CONDITIONS:**

Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine coordination in preparing reports using a computer key board. Additionally, the position requires near and far vision in reading written reports and work related documents and acute hearing is required when providing phone and face-to-face service. In addition, the incumbent may be required to lift equipment and materials weighing in excess of 25 pounds.

**QUALIFICATIONS:** *(The following are minimal qualifications necessary for entry into the classification)*

**Education and/or Experience:**

Any combination of education and experience that has provided the knowledge, skills and abilities necessary for a **Recreation/Community Programs Supervisor**. A typical way of obtaining the required qualifications is to possess the equivalent of three years of increasingly responsible supervisory experience in the delivery of human services, seniors' program, recreation, or leisure time services and the equivalent to a Bachelor's degree from an accredited college or university with major work in social services, recreation, public administration or related field.

**License/Certificate:**

Possession of, or the ability to obtain, a valid class C California driver's license.

**KNOWLEDGE/ABILITIES/SKILLS:** *(The following are a representative sample of the KAS's necessary to perform essential duties of the position)*

**Knowledge of:**

Recreation, cultural, leisure and social needs of the senior, adult, teen and youth populations of the community; procedures for planning, implementing and maintaining a

variety of recreation and leisure time activities and programs as well as senior nutritional, health, recreation and leisure time activities and programs through community participation; laws, codes and regulations relating to the provision of senior services; principles and practices of program administration including budgeting, marketing, purchasing, management and program needs forecasting; standard program evaluation methods and report writing procedures; principles of grant writing and administration; principles and techniques used in supervision, training and performance evaluation.

**Ability to:**

Supervise and direct the work of others performing service delivery in the areas of nutrition, health and recreation; design, develop and implement programs suited to the needs of the community; coordinate division programs with other social service agencies; prepare and administer division budgets and grants; analyze, interpret and explain division policies and procedures; supervise, train and evaluate subordinates; elicit community and organizational support for programs; communicate clearly and concisely, orally and in writing; identify and administer grants for a particular program area; establish and maintain effective working relationships.

**Skill to:**

Operate an office computer and a variety of word processing and software applications.