



Class Code: 115  
WP Code: RECSUP  
Established: \_\_\_\_\_  
Revised: 06/01; 1/2019  
EEO Code:  
PROFESSIONAL

## CLASS SPECIFICATION

City of Newark, California

### RECREATION SUPERVISOR

Nature of Work: Under direction, participates in the evaluation, development, and administration of recreation programs including parks and centers, social and cultural, and sports and physical fitness activities; plans, implements, supervises and conducts classes and activities; trains and supervises part-time, full time, and volunteer workers; performs related work as assigned.

Class Characteristics: This supervisory classification focuses on Recreation and Community Service programs and the operation of facilities. Work involves the planning and implementation of a variety of programs, the overall training and direction of part-time and full time employees and volunteer workers, and the promotion of excellence in customer service. This class is distinguished from Senior Recreation Supervisor in that the assignments of the Senior Recreation Supervisor are usually broader in scope.

Illustrative Examples of Duties: Plans, develops, organizes and supervises a variety of recreation, social or cultural activities for participants from pre-school to adult. The activities are oriented toward centers and parks, adult and youth sports and physical fitness programs, child care, day camps, teen programs, arts and cultural classes, and other special events and recreation programs; develops programs for at risk populations; prepares class programs and work schedules; develops and directs or assists with special events, such as field trips, concerts, educational classes, overnight and one day trips and excursions; organizes and supervises sports activities, dances, youth and adult clubs and classes; works with community groups, arranges for and schedules use of facilities and equipment; assures efficient use of supplies, equipment, personnel, materials, facilities, and time; may oversee the maintenance of city facilities; participates in interviewing, hiring, training, supervising and evaluating part-time and temporary recreational personnel and volunteers; assigns work and schedules employees, trains, motivates and evaluates assigned staff; maintains discipline and encourages observance of required safety precautions during recreation activities; assists in the development of policies and procedures; maintains records and prepares reports; prepares newsletters, literature and brochures, and public information messages; provides information to and works cooperatively with other departments and the general public on matters related to community services and recreation activities; attends meetings with community groups and education institutions; may conduct classroom instruction; participates on city committees and task forces.

## QUALIFICATIONS

### Knowledge of:

Principles and methods used in planning, organizing, implementing and evaluating a broad range of recreation programs.  
Goals, objectives, principles, procedures, materials, rules and regulations and legal requirements associated with a variety of sports and other recreation and social/cultural programs.  
Principles and philosophies of general human behavior.  
Programs and services related to the designated target population, which may include youth and teens, at risk youth, families, and senior citizens.  
Social, cultural, and recreational activities appropriate for the designated target population.  
Report writing and record keeping techniques.  
Operation of a variety of word processing, spreadsheet, and publishing software applications.  
Operation of standard office equipment including office computers and networks.  
Correct English usage, including spelling, grammar, punctuation, and standard office document formatting.  
Computer and paper record keeping, report preparation, and filing methods.  
Basic business mathematics.

### Ability or Skill to:

Plan, organize and evaluate programs and complete assignments accurately and on time.  
Establish and maintain effective working relationships with City personnel, other public agencies, and social organizations.  
Plan, organize, coordinate and direct the activities of personnel and volunteers involved in conducting recreation programs.  
Represent the City effectively in meetings with staff, community and sports groups, organizations, and other government agencies.  
Communicate clearly and concisely, both orally and in writing.  
Prioritized work and develop work schedules.  
Supervise all ages and multi-cultural groups.  
Operate an office computer and software applications in a manner appropriate to the position.  
Maintain accounting records for program activities.  
Understand and follow verbal and written instructions.  
Provide verbal and written instructions to assigned volunteers and workers.

Education and Experience: Graduation from a four-year college with major course work in recreation or related field. Considerable experience (three plus years) professional experience in organizing and supervising a variety of sports and other recreation, social or cultural programs.

Special Requirements: Must possess a valid California driver's license and have a satisfactory driving record. Must have a motor vehicle available for performance of duties.

**Probationary Period: 12 Months**

**FLSA: Exempt**