RECREATION SUPERVISOR

DEFINITION
Under general supervision, participate, plans, develops, organizes and delivers cultural programs and special events for youth, adults, families and senior citizens.

ESSENTIAL FUNCTIONS
Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class. Incumbents in this class may not be required to perform all duties listed and may be required to perform additional, position-specific duties.

TASKS
- Participates, plans, develops and organizes cultural programs and special events for youth, adults, families and senior citizens;
- Develops, staffs and maintains classes and activities at recreation centers;
- Coordinates cultural and special events for the City;
- Researches and books special event entertainment;
- Updates and develops policies and procedures for cultural programs and activities;
- Assists in the development, planning and implementation of Citywide special events.
- Supervises and schedules part-time, contract, volunteer and seasonal staff;
- Solicits volunteer instructors for cultural classes;
- Initiates contracts with instructors and vendors;
- Receives and issues payment for contracts;
- Plans the order and purchase of equipment and supplies for recreational programs.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS
- Knowledgeable of program, event and entertainment planning techniques, recruitment procedures and contract negotiations, and of quality supervision principles, city/departmental rules and procedures;
- Skilled in planning, organizing and implementing cultural activities and events, implementing and enforcing policies and procedures, and in establishing and maintaining positive and productive working relationship, oral and written communication in English and maintaining a productive and safe work environment for staff, residents and other visitors.
- Ability to develop teams, resolve conflicts, and to use various electronic devices to include varying software.

WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS
Work is performed in an office environment. Work may require frequent standing, walking and bending. May be exposed to repetitive motion and vision to monitor.

QUALIFICATIONS
A high school diploma or equivalent and formal training in Event Planning or Recreation, AND three (3) years experience in special event or recreation program planning OR an equivalent combination of education and experience. Must possess at the time of application and maintain a valid California Driver’s License.