

CITY OF DALY CITY
JOB SPECIFICATION

APPROVED BY
PERSONNEL BOARD: 02/08/2007
CITY COUNCIL: 01/25/2016
RES. NO.: 16-7

RECREATION PROGRAM SUPERVISOR

DEFINITION

Under general direction, plan, organize, implement, direct, schedule, coordinate, publicize, supervise and evaluate a variety of city wide programs and activities including, but not limited to, Community Center events; manage and oversee physical center facilities.

EXAMPLES OF DUTIES

Directly supervises full-time Recreation Coordinator(s); Supervise, plan, coordinate, implement, and program a variety of recreation activities including, but not limited to: Teen Programs, Athletics, Day Camps, Playgrounds, Cultural Events, Special Events and other program areas as developed; Develop, schedule and direct recreational programs utilizing facilities; Recruit, interview, train, supervise and monitor performance of Recreation Leaders, part-time staff, independent contractors and volunteers; Coordinate the use of a Center by organized groups; Assist with coordination of capital projects; Recommend purposes of extension to and improvement of the facilities and equipment; Ensure the safety and welfare of all users of park and recreation facilities and programs; Set up physical arrangements for groups; Order supplies and equipment; Perform necessary custodial services; Develop systems of accountability to ensure that groups and individuals using the Center maintain high standards of cleanliness and order; Prepare reports and correspondence; Develop, prepare and write grants and proposals as needed; Assist Recreation Supervisor in departmental budget process and prepare and administer program budgets; Participate in related local, district, state and national organizations; Other duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of: The basic principles of effective leadership and supervision. The basic principles of planning, organizing, directing and controlling a variety of recreational activities and social event programs for preschoolers through senior citizens. Effective public relation and interpersonal skills. Basic principles of effective budgeting, grant writing, and revenue producing programs. Basic computer skills.

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Ability to: Work varied hours; Establish effective working relationships between full-time employees, part-time employees, independent contractors, volunteers, interns and court workers. Plan and direct effective recreation programs. Unite the community and instill civic pride by coordinating and meeting with community groups, neighborhood associations, school staff, etc.; interact positively and cooperate with co-workers, respond politely to customers, work as a team member, function under demanding time pressure, respond in a positive manner to supervision, and attend work and perform duties on a regular and consistent basis.

Experience: Three (3) years of full-time experience in municipal or commercial recreation programs.

Education: Completion of sixty (60) semester units from college or university with specialization in recreation, physical education, or related field. Bachelor's Degree desirable. Two (2) additional years of full-time recreation experience may be substituted for one (1) year or thirty (30) units of Education.

R: 1/2016