



## **TAHOE CITY PUBLIC UTILITY DISTRICT Job Description**

**Job Title:** Recreation Supervisor  
**Department:** Parks and Recreation  
**Supervised By:** Director of Parks and Recreation  
**FLSA Status:** Non-Exempt  
**Revised as of:** January 2015

### **JOB SUMMARY**

To plan, organize, direct and supervise a variety of recreation programs within the Parks and Recreation Department; to supervise the day-to-day operations of the community center; and to perform a variety of technical tasks relative to assigned area of responsibility.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general direction from the Director of Parks and Recreation.

Exercises direct supervision over assigned interns and part-time and seasonal program personnel.

### **ESSENTIAL FUNCTIONS**

The duties listed are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

- Develop, plan and conduct a variety of recreational programs including, but not limited to; sports leagues, special events, day camp, day trips, youth and adult programs, and specialty classes.
- Recommend and assist in the implementation of goals and objectives; establish schedules and methods for operation of the community recreation center; implement policies and procedures.
- Evaluate operations and activities of assigned responsibilities; recommend improvements and modifications; prepare various reports on operations and activities.
- Assist in preparation of marketing information to promote recreation programs.
- Coordinate and schedule use of school district facilities for recreational use.
- Participate in sports activities such as officiating and actively participate in other programs such as day camp and after school programs offered by the District.
- Hire, train, supervise and schedule seasonal recreational staff.
- Oversee, maintain and monitor the recreation operations registration software program.
- Prepare and administer contractual agreements between the District and independent contractors; function as liaison between the District and private recreation groups.
- Participate in budget preparation and administration; prepare cost estimates for budget recommendations; monitor and control expenditures.

- Answer questions and provide information to the public; investigate complaints and recommend corrective action as necessary to resolve complaints.
- Maintain regular attendance and adhere to prescribed work schedule to conduct job responsibilities.
- Establish and maintain effective working relationships with co-workers and all others contacted in the performance of assigned duties.
- Utilize appropriate safety procedures and practices for assigned duties.
- Work safely and cooperatively with others.

## **ADDITIONAL DUTIES AND RESPONSIBILITIES**

- Prepare information for meetings such as commission, committee, staff and board meetings.
- Maintain communication with Parks crew regarding recreation scheduling and facility needs.
- Perform related duties as assigned.

## **EMPLOYMENT STANDARDS**

### **1. Knowledge of:**

- Principles, practices and techniques of planning, developing, implementing and leading community recreation program activities.
- Organized team and individual sports development and understanding of sports rules and regulations.
- Principles and practices of marketing to promote community recreation events, sports leagues, day camps and specialty programs.
- Principles and practices of supervision, training and performance evaluations.
- Principles of budget monitoring.
- Principles and practices of safety management.
- Pertinent local, State and Federal laws, ordinances and rules.
- Modern office practices, methods, and computer equipment.
- Safe work practices.
- Principles and practices of customer service.

### **2. Ability to:**

- Organize, implement and direct recreation operations/activities effectively.
- On a continuous basis, know and understand all aspects of the job; intermittently analyze work papers, reports and special projects; identify and interpret technical and numerical information; observe and problem solve operational and technical policy and procedures.
- On a continuous basis, sit at desk for long periods of time; intermittently twist to reach equipment surrounding desk; stand, walk, and bend while monitoring recreation programs; squat, climb, kneel and twist intermittently when setting up various recreation programs; perform simple grasping and fine manipulation; use telephone, and write or use a keyboard to communicate through written means; and lift or carry weight of 75 pounds or less.
- Evaluate program activities and prepare oral or written reports or other written materials.
- Effectively use time and resources to accomplish program goals and objectives.
- Plan, organize and lead sports events.
- Supervise, train and evaluate assigned staff.
- Read, write and comprehend the English language at a level necessary for effective job performance exercising correct English usage, vocabulary, spelling, grammar and punctuation.

- Communicate effectively, tactfully and positively in both oral and written form with a diverse range of people.
- Exercise tact and courtesy in dealing with program participants and the general public.
- Conduct meetings; speak before public gatherings.
- Maintain friendly and professional demeanor during emotional situations.
- Identify and resolve administrative issues.
- Delegate responsibility and achieve results through subordinates.
- Operate and use modern office equipment including computers and applicable software.
- Establish, maintain and foster positive working relationships with those contacted in the course of work.

## **EDUCATION AND TRAINING REQUIREMENTS**

### **1. Education and Experience Requirements:**

Any combination of education and experience which would likely provide the necessary knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education: Equivalent to a Bachelor's degree from an accredited college or university in recreation administration, physical education, or a closely related field.

Experience: Three (3) years of full time experience performing professional level recreation programming, including at least one year of experience providing technical and functional supervision.

### **2. Certification & Licensing Requirements:**

- Possession of appropriate and valid driver's license and driving record that complies with District policy.
- Must obtain Class B Commercial Driver's License with a Passenger Transportation (PV) endorsement within six months of appointment.

### **3. Other Special Requirements:**

- Knowledge of management of personnel, budget and grant writing are desirable but not required and may be considered in the selection process.

## **WORKING CONDITIONS**

Work is performed in both indoor and outdoor environments, subject to hot and cold temperatures, and varying levels of noise. (See detailed Job Analysis for a more complete list of physical and mental requirements.)

**Reviewed by:**  **Date:** 01/21/2105

**Classified by:**  **Date:** 01/15/2015

**Approved by:**  **Date:** 01/15/2015