



Recreation Supervisor

Definition

Under general direction of a Recreation Manager, this position is responsible for sports, fitness, and youth development, performs responsible, professional work in assisting, planning, administering, directing, organizing and supervising City recreation programs and activities of the Sports, Safety, and Outdoor Recreation Division of the Recreation and Community Services Department.

The Sports, Fitness, and Youth Development Recreation Supervisor develops policies and procedures for the Cupertino Sports Center, Monta Vista Recreation Center, Creekside Park, and Stevens Creek Corridor facilities; manages applicable summer camps, sports and fitness programming, leagues and after school sports, swim instruction, sport and fitness summer camps, and outdoor recreation for all age groups; manages and prepares budget; implements department marketing plan for division; supervises full-time and part-time staff and volunteers, and provides staff training for all levels of the division; responsible for facility management of Monta Vista Recreation Center, Creekside Park, Sports Center, and Stevens Creek Corridor facilities; contracts with the school districts or other agencies for use of pools, gyms and fitness facilities; responsible for new program development, developing additional family venues, and upholding customer satisfaction. The Supervisor serves as a member of the department's leadership and emergency management team and participates in departmental policy development, administrative planning and problem resolution. May assist in strategic planning, special projects and facilitation of private/public partnerships.

Class Characteristics

This class differs from the Recreation Coordinator class in that the Recreation Supervisor is responsible for performing more varied and complex tasks associated with multiple programs and facility management. Exercises direct and indirect supervision over assigned full-time and part-time positions and provides performance evaluations for full-time staff. Will supervise a major recreation facility and may act as Recreation Manager for the Division in the Manager's absence.

Typical Job Functions

Management reserves the right to add, modify, change or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

Recreation facility management, programming recreational activities, administer and monitor operating and capital improvement budgets applicable to the division and prepare division budget for submission to the Manager, analyze expenses and propose rates and fees.

Determine the need for contractual services, equipment, and supplies.

Prepare and negotiate contracts with service providers.

Implement, direct and supervise programs and/or special projects as assigned.

Represent the department at meetings of the Parks and Recreation Commission, Teen Commission, Library Commission or City Council; conduct research to identify emerging needs, trends, and services related to assigned area of responsibility.

Assess community interests in order to design and implement appropriate programs; assist in organizing and managing the personnel, facilities and other resources of the division and/or department, including setting and evaluating divisional and departmental goals, objectives, policies and procedures.

Assist with the recruitment, hiring and training of full-time and part-time employees, contract employees and volunteers.

Supervise and evaluate full-time city staff.

Monitor performance standards and provide department wide venues for customer feedback.

Perform related duties as assigned.

Qualifications

Knowledge of:

Program management skills.

Supervisory skills.

Various recreation program standards and their application, emerging trends and program administration.

Budgeting principles, contract administration practices, principles of human resources, and best practices within the parks and recreation profession.

Ability to:

Establish and maintain effective working relationships with management, subordinates, co-workers, community and school groups and the general public.

Exchange or convey information and to receive work direction.

Initiate effective communication skills in a written and/or verbal format; prepare detailed reports and other written material.

Take a proactive approach to customer issues and problem resolution.

Maintain confidentiality regarding sensitive employee and citizen information.

Keep abreast of laws and standards in recreation related services and maintain current knowledge of job requirements and responsibilities within the division.

Effectively manage division personnel, including hiring, evaluation, promotion, training and disciplinary actions.

Organize, prioritize and evaluate work, as well as supervise and direct staff.

Provide input and analysis as it relates to recreation programming, facility development and design as well as park development and design.

Analyze problems quickly and draw logical conclusions, plan and implement an effective course of action.

Education and Experience

A Bachelor's degree from an accredited college or university with major course work in recreation administration, public administration, education, business or a closely related field; and three (3) years of increasingly responsible professional experience in the area of recreation, including supervisory capacity over full-time or part-time employees. Experience as a director of a community center is preferred as well as NRPA certification as a Parks and Recreation Professional (CPRP). Bilingual candidates encouraged to apply.

Licenses and Certifications

Possession of, or ability to obtain and maintain, a valid California Class C drivers' license.

FLSA: Exempt
Est. 7/1971
Rev. 2/2017