

## **LEISURE SERVICES SUPERVISOR**

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### **DEFINITION**

Under general supervision, develops, coordinates, evaluates and participates in leisure services programs; performs related duties as required.

### **REPRESENTATIVE DUTIES**

*The duties listed below are examples of the work typically performed by the employee of this class. Not all assigned duties may be listed and some assigned duties may not be listed below.*

1. Supervises, coordinates and participates in after school child care programs and day camps; hires and trains staff; monitors budget expenditures; reviews time sheets; evaluates staff performance; prepares and evaluates reports.
2. Coordinates and manages youth sports programs; sets up league structure; creates schedules; procures equipment and supplies; accepts registration; oversees program progress; prepares monthly program evaluation report.
3. Plans special events; oversees budget; seeks sponsorships and donations; works events; prepares outcome reports.
4. Develops information to promote and publicize programs through the news media; drafts items for the department newsletter; prepares and distributes other materials pertinent to Leisure Services operations.
5. Provides administrative coverage and office assistance to the Leisure Services Office.
6. Represents and support the policies and procedures established by the City Council, City Manager, Department Heads and Division Chiefs.

### **EMPLOYMENT STANDARDS**

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#### **Education and/or Experience**

Upper division college coursework in recreation administration or a related field and two years of experience in the organization of youth and adult recreation activities, including experience with youth sports and special interest classes or any combination of training and experience that could likely provide the desired knowledge and abilities.

A Bachelor's degree in recreation administration is desirable.

#### **Knowledge of:**

Public relations methods and techniques; marketing strategies; methods and techniques of planned recreation; sports and recreational activities suitable for children, youth and adults, principles and practices of supervision; budget monitoring; mathematics, grammar and spelling.

**Ability to:**

Supervise others in conducting recreational activities; establish and maintain effective working relationships; communicate effectively both verbally and in writing; prepare reports and correspondence; understand and follow verbal and written directions; analyze situations and resolve problems within established parameters; deal constructively with conflict and develop effective resolutions; operate a computer.

**Special Requirements**

Possession of or ability to obtain a valid California Driver's License.

**Physical Demands**

Sitting, standing, walking, some stooping, and bending. Dexterity and coordination to handle files; occasional lifting of objects up to 25 lbs. such as files, stacks of paper and other reference materials. Moving from place to place within the office; some reaching for items below and above desk level. Strength, dexterity, coordination and vision to use a keyboard and video display terminal.

**WORKING CONDITIONS**

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Environment is generally clean with limited exposure to conditions such as dust, fumes, odors, or noise. Daily use of a video display terminal.

Date Adopted: August 6, 1996