RECREATION SUPERVISOR

JOB DESCRIPTION

Classification Responsibilities: A Recreation Supervisor is responsible for the development, implementation, and supervision of comprehensive recreational service delivery to the public. Responsibilities include: conducting research to anticipate and plan needed recreational services; securing and managing necessary budget, facility, and personnel resources to safely deliver high quality programs and services; and overseeing marketing and social media efforts to keep the community aware and involved in service delivery. Additional duties include: selecting, training, supervising, and evaluating full-time recreation staff; developing and monitoring assigned program budgets and expenditures; managing cost recovery goals, policy development, process improvement, and interacting with a variety of community groups, high profile special interest groups, private and governmental agencies, and educational institutions; assisting with development and implementation of Division goals and objectives; and involvement with the planning of athletic facilities capital improvement projects and maintenance Work requires the exercise of considerable initiative and independent judgment to lead large and diverse work groups. Incumbents in this class may be rotated or transferred to other facilities and/or assignments based on department or seasonal needs. Recreation Supervisors may be assigned to the program area(s) of Adaptive, Athletics, Aquatics, Recreation Centers, Special Events, and/or Summer Recreation. This class performs related duties as required.

Distinguishing Features: Employees may be required to work evenings, weekends, and holidays. Supervision is received from the Parks, Recreation and Community Facilities (PRCF) Deputy Director who reviews work through conferences, reports, and results achieved. This class is FLSA exempt-executive.

QUALIFICATIONS

Employee Values: All employees of the City of Mesa are expected to uphold and exhibit the City's shared employee values of Knowledge, Respect and Integrity.

Minimum Qualifications Required. Any combination of training, education, and experience equivalent to graduation from an accredited college or university with a Bachelor's Degree, preferably in Recreation, Leisure Services, or a related field. Extensive (5+ years) professional recreation programming experience, including three (3) years' experience in a supervisory capacity.

Special Requirements. Must possess a valid Class D Arizona Driver's License by hire or promotion date. Must possess certification in American Red Cross Lifeguard/AED within six months of hire or promotion date ***(Aquatics Assignment)***. Must possess certification as an American Red Cross Lifeguard/AED Trainer within six months of hire or promotion date ***(Aquatics Assignment)***.

Substance Abuse Testing. Due to the safety and/or security sensitive nature of this classification, individuals shall be subject to pre-employment or pre-placement alcohol, drug and/or controlled substance testing as outlined in City policy and procedures.

Preferred/Desirable Qualifications. Municipal recreation experience related to the assignment area. Graduation from an accredited college or university with a Master's Degree in Recreation, Leisure Services, or a related field. Membership in the Arizona Parks and Recreation Association. Membership in the National Recreation and Parks Association (NRPA). ***Adaptive Assignment:*** Certification in Therapeutic Recreation. ***Aquatics Assignment:*** Certification in American Red Cross Water Safety (WSI), and WSI Instructor or equivalent. Certification as a Certified Pool Operator (CPO), and/or Aquatic Facility Operator (AFO), and Aquatic Professional Designation or Membership with the Association for Aquatic Professionals.

ESSENTIAL FUNCTIONS

Communication: Communicates with the general public, program participants, other City employees, school representatives, department and City leadership, community recreation groups and organizations, churches, and vendors in order to plan, organize, implement, and evaluate a variety of recreation programs and activities. Fosters community and user group relationships including: public, private, and home school organizations; local and regional collegiate organizations; national sport governing bodies; tenant partners providing senior services; Mesa convention and visitors bureau (Visit Mesa); and private swim club customers. Instructs subordinates in the policies, procedures, and methods used to implement recreation programs and activities. Prepares: service and program evaluations; performance evaluations; statistical, activity, and financial reports; and correspondence to justify and support programs. Maintains data and documentation needed for department accreditation, performance measures, and various reports. Communicates regularly with Facility Maintenance, Park & Aquatic Maintenance, and Finance divisions in the maintenance and management of facility and financial resources.

Manual/Physical: Reviews the work products of others to ensure compliance with standard operating procedures, and safety and service standards. Operates a motor vehicle (sedan, 15 passenger van, and pickup truck) requiring a standard Class D Arizona Driver's License to monitor program sites, transport participants, attend meetings, and deliver materials. Monitors the budget and expenditures for a given area of responsibility, including maintaining related records and making recommendations to the Administrator. Conducts staff meetings and conferences to coordinate various recreation programs, including reviewing and approving promotional materials for related programs, activities, classes, and special events. Monitors and evaluates recreational programming and work-related conditions to determine compliance with prescribed operating, safety regulations, and department guidelines.

Mental: Plans, organizes, and directs a variety of recreation activities for assigned areas. Supervises and evaluates the work of full-time, part-time, temporary agency workers, independent contractors, and volunteers. Prioritizes and assigns work to personnel and prioritizes own work. Resolves procedural, operational, and other work-related problems by communicating with and responding appropriately to a demanding and diverse public in answering questions, explaining division policies, and handling complaints. Coordinates work activities, program functions, and other related activities with other City departments, other cities, Mesa Public Schools, and various colleges and universities. Develops policies and procedures, short- and long-term objectives, and other plans related to assigned areas. Conducts research and analyzes information and data to evaluate programs and provide recommendations to

supervisors. Performs financial and cost analysis related to assigned areas. Provides recommendations to the Deputy Director for input into the division budget. Comprehends and makes inferences from written materials (example: financial reports and professional journals).

Knowledge and Abilities:

Knowledge of:

the philosophy and objectives of municipal recreation administration;
the methods and techniques involved in researching, planning, organizing, implementing, programming, supervising, and evaluating a variety of recreation programs and activities;
policies and procedures relating to budgeting, staffing, and directing recreation activities;
the techniques and methods of supervision and personnel management;
procedures, methods, and techniques used to determine and evaluate the recreation needs and interests of the community;
community recreation programs and organizations; and
facility and program development, and safety practices relating to recreation programs and activities.

Ability to:

develop and implement innovative and interesting recreation activities and programs;
listen well, and communicate effectively with employees and participants having varying educational backgrounds and values; and
learn and effectively use various computer software programs, technology applications, and communication tools as required.

The duties listed above are intended only as general illustrations of the various types of work that may be performed. Specific statements of duties not included does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Job descriptions are subject to change by the City as the needs of the City and requirements of the job change.

Revised 10/25
MZ/dv/js

CS4617.DOCX	PAY GRADE: 56
EEO-Prof	IND-9063
JOB FCTN-PAR	SWORN-No
Non-DOT Safety and Security-Y	Non-DOT Random-N
CDL-N	DOT-N
RESP-N	INCREMENTS 46-200