

CITY OF REDWOOD CITY

ASSISTANT RECREATION CENTER SUPERVISOR

DEFINITION

To plan, develop, organize, and implement a social service or recreation program, and to assist in the supervision of part-time workers assigned to the center.

DISTINGUISHING CHARACTERISTICS

This classification is assigned responsible, technical and administrative work involving all aspects of a social service or leisure time program. Incumbents in this classification differ from the Recreation Center Supervisor class in that the Recreation Center Supervisor is responsible for the full range of administrative, planning, and development activities for the recreation facility.

SUPERVISION RECEIVED AND EXERCISED

General supervision is provided by the Recreation Center Supervisor.

Responsibilities may include direct and indirect supervision of a variety of part-time personnel.

EXAMPLES OF DUTIES

Plan, develop, implement and evaluate the delivery of recreation services.

Design and implement program based on a complete and thorough assessment of individual and community needs.

Develop, recommend, and administer the annual budget for specialized services assigned.

Prepare and develop program publicity, including press releases, printed schedules, and brochures.

Purchase necessary supplies and materials used on a regular basis; recommend purchases for major items.

Prepare and present a variety of reports and public information documents concerning activities.

Schedule special events and activities relating to youth and teens.

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Work closely with groups and individuals in the community to ensure program effectiveness.

Coordinate efforts with other departments in the City and other Cities.

Serve as acting Recreation Center Supervisor in his/her absence or as required.

Select, train, supervise and evaluate part-time employees.

Assist in coordinating City-wide special events as assigned.

Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

Principles, practices and methods used in the delivery of recreation services for a variety of ages.

Procedures and techniques in recreation program administration including budgeting, purchasing, and personnel management.

Standard program evaluation methods and report writing procedures.

Ability to:

Plan, develop, implement and evaluate recreation services and community-oriented programs.

Assess optional approaches to meet social and leisure time needs.

Develop, present and administer a budget for an assigned program.

Assist in developing and monitoring an overall center budget.

Prepare and distribute publicity information.

Maintain accurate and complete program records and accounts.

Establish and maintain effective working relationships with public groups, agencies, and individuals contacted in the course of work.

Select, train, supervise and evaluate part-time staff.

Meet appropriate physical demands necessary for adequate job performance.

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Experience and Education:

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

One year of experience in the delivery of recreation services.

Education:

Equivalent to a Bachelor's degree from an accredited college or university with major coursework in recreation, public administration, or related field.

License or Certificate:

Possession of a valid California Driver's License.

Effective Date: November, 1984

Bargaining Group: Redwood City Management Employees' Association