



# **SOUTHGATE RECREATION & PARK DISTRICT**

## Job Announcement

**Position is open until filled. Application screening begins July 29.**  
**A District application is required. [www.southgaterecandpark.net](http://www.southgaterecandpark.net)**

### **RECREATION SUPERVISOR I**

Under general direction of the Recreation Manager, Assistant Recreation Manager or Recreation Supervisor II, performs professional work in the development and direction of a variety of recreation activities designed to meet the needs and interests of the community. Plans, organizes, promotes and directs youth and adult activities within the District.

#### **ESSENTIAL FUNCTIONS**

Plans, organizes, schedules and conducts a variety of recreational programs and events for various age and special interest groups including day camps, teen programs, after-school programs, senior programs, community enrichment and special interest classes.

Maintains records and makes reports on recreation programs and facility use.

Uses recreation software to schedule facilities and programs for public or private use; register participants in programs; and process facility and park rental contracts.

Responsible for the operation of and training of staff in the use of recreation software for registration, facility scheduling, receipt of payments, billing, budgeting, marketing and forecasting.

Monitors activities and programs to ensure the District is providing quality services.

Responsible for the issuance, care and maintenance of recreation supplies and equipment.

Organizes and participates in meetings with member organizations and advisory boards. Attends District, County and other public meetings.

Recruits, trains and supervises full- and part-time staff and volunteers.

Creates staff schedules. Approves timesheets and calculates hours and rates on timesheets.

Establishes and maintains positive working relationships with schools, public agencies, and community organizations to provide quality programs to the community.

Works with the Administration Office Staff to effectively market recreation programs, facilities and events. Assists in the preparation of professional quality flyers, brochures and other publications.

Greets public, answers questions or directs them to proper office personnel, if necessary.

Prepares and administers the budgets for programs. Works within the budget limitations and is responsible for the control and supervision of division expenditures.

Responsible for proper cash handling procedures.

Researches and pursues donations, grants, sponsorships and fundraising programs.

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Periodically surveys fee structures, programs and part-time staff salaries and recommends adjustments.

Ensures safety precautions are followed and facilities are in safe working order.

Complies with Southgate Recreation & Park District Occupational Injury & Illness Prevention Program.

Performs heavy physical labor, lift, carry, push and pull heavy objects, such as tables and chairs (up to 30 lbs.) Walk, stand, stoop and crouch for long periods; climb ladders.

Performs under various weather conditions.

Follows oral and written instructions.

Prepares and maintains written records and reports.

Works harmoniously and cooperatively with fellow employees and the public.

### **ADDITIONAL RESPONSIBILITIES**

Other duties as assigned.

### **MINIMUM REQUIREMENTS**

**Knowledge of and Skilled in:** The basic philosophies, techniques and methodologies of organizing groups in a recreation setting; the use of volunteers; training procedures; various special recreation programs; building maintenance procedures and equipment; budgeting and fiscal control; basic bookkeeping principles; cash handling procedures. Operation of office equipment; proficient in Microsoft Word, Excel, Outlook, Windows, registration procedures; spelling correctly and using proper grammar; good customer service.

**Ability to:** Follow oral and written instructions and schedules; read, write and speak English at a level to satisfactorily perform the work; work harmoniously and cooperatively with fellow employees and the public; demonstrate sound judgment; work independently to implement and supervise classes and programs; lead and train staff with positive energy and enthusiasm; maintain neat and appropriate appearance; effectively communicate orally and in writing; develop and implement recreation programs; analyze situations and adopt effective course of action; effectively use personal computers. Establish and maintain positive relationships with the public and other employees; represent the District in a professional manner. Maintain consistent use of a vehicle for travel to various locations every day.

**Physical Requirements:** Must be able to perform heavy physical labor, lift, carry, push and pull heavy objects, such as tables and chairs, (up to 30 lbs.) Must be able to walk, stand, stoop and crouch for long periods; climb ladders. Performs under various weather conditions.

### **EDUCATION AND EXPERIENCE**

Graduation from a college or university with a four-year degree or equivalent in Recreation or related field. Two years of professional level experience in public recreation or related field.

### **CERTIFICATES AND LICENSES**

Must possess American Red Cross Standard First-Aid card and CPR card or equivalent or be willing to take a class in order to receive cards. Valid California Driver's License is required. Insurable under District policy. Membership in the California Park and Recreation Society is desirable.

### **COMPENSATION**

Starting salary is \$3,749.17 - \$6,107 per month. It is anticipated that new hire will start at the beginning of the pay range. Benefits include personal time off, holidays, health, dental, and life insurance and retirement programs.

### **STATUS**

Full-time; Non-exempt.

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This job specification should not be construed to imply that these requirements are the exclusive standards of the position. The incumbent may be required to follow any other instructions, and to perform any other related duties.

Southgate Recreation and Park District is an Equal Opportunity Employer. Applicants will be considered on the basis of their qualifications without regard to race, color, national origin, ancestry, sex, religion, age, mental or physical disability, veteran status, medical condition, marital status, genetic information, sexual orientation or pregnancy.