

JOB DESCRIPTION

City of Patterson



Human Resources

RECREATION PROGRAMS SUPERVISOR

JOB SUMMARY

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

Under general direction of the Recreation Services Manager and the leadership and oversight of the Director of Recreation and Community Services develops, plans, organizes, coordinates, and supervises community and recreation programs; provides technical staff assistance in the field of community and recreation programming; supervises the work of part time staff and volunteers; develops partnerships with non-profit organizations and community groups to provide a variety of programs that enhance community safety, health and wellness; and performs related work as required and special projects as assigned.

This classification may be assigned to any of the following three specific areas of concentration as distinguished below:

Youth Development and Instruction Classes - Grades Kindergarten-12th Grade

Patterson Youth Action Commission (YAC), Youth Leadership, Teen Clubs, Patterson Teen Center. Staff liaison to affiliated organizations, PJUSD, youth safety and youth development, youth day camps, field trip, special events; assigned to staff youth-related commissions and committees.

Sports & Aquatics-Youth and Adult

Youth sports leagues and clinics grades K-8th, Youth sports clinics, adult sports leagues, drop-in sports, tot sports, contract sports camps and clinics. Patterson Aquatic Center (PAC) daily operations, lessons, open swim, water aerobics, concessions, swim team and private parties; assigned to staff sports and aquatics related commissions and committees.

Seniors & Events

Hammon Senior Center (HSC) daily operations, senior programming, trips, senior events, congregate meal program, liaison to affiliated programs, Senior Board, City run community events, movie nights, department fundraisers, and senior resources. Assigned to staff senior related commissions and committees.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Recreation Services Manager and oversight from the Director of Recreation and Community Services.

Exercises direct supervision over volunteers and assigned part-time staff.

ESSENTIAL DUTIES

Typical essential duties may include, but are not limited to, the following:

Develops, plans, organizes, implements, manages, and evaluates a variety of community services and recreation programs, including special events, facility rentals and contract services.

Oversees and manages the development of assigned program(s).

Establishes schedules and methods for providing recreation services; identifies resource needs and allocates resources accordingly.

Develops goals and objectives; makes changes and improvements to existing standards for programs; monitors work activities to ensure compliance with established policies and procedures.

Prepares community event and recreation publicity; implements referral systems and the publication of seasonal brochures; implements the dissemination of recreation and community service publicity.

Prepares periodic reports; creates benchmarks, standards, and productivity indicators; maintains various program files and records.

Develops contracts and hires contracted instructors.

Serves as staff liaison on various City recreation or community related committees and subcommittees, taking a leadership role as needed, requested and/or assigned by the Department Director.

Prepares purchase requisitions and orders necessary supplies and materials.

Prepares and administers the recreation program budget; submits budget recommendations; and monitors expenditures.

Trains and develops assigned staff.

Implements community services, activities and programs including Information & Referral (I&R) services.

Markets community services, activities and programs that encourage community participation.

Actively participates and maintains awareness of new trends and developments in the recreation field; incorporates new developments as appropriate into programs.

Seeks and administers alternate sources of revenue and or funds including grants, sponsorships, donations and fundraising events.

Performs related duties as required and special projects as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: Methods, techniques, principles, and procedures used in the planning, development and administration of community service programs; principles and procedures for implementing and directing community service programs; principles and practices of budget development, administration and control; modern

office procedures, methods, and equipment including the use of computers and applicable software applications such as word processing, spreadsheets, and databases; proper use of various sports equipment used in recreation programs.

Ability to: Develop and administer assigned community services and recreation programs suited to meet the needs of the community; plan, organize, coordinate, and direct the development and implementation of assigned community services program; analyze, interpret and explain section policies and procedures; train and develop employees and volunteers; communicate clearly and concisely; establish and maintain effective working relationships with those contacted in the course of work.

NECESSARY SPECIAL REQUIREMENTS

Must be 18 years of age or older.

Must successfully pass a pre-employment medical examination, including a drug screen, fingerprint, background check and reference check.

May require working flexible or extended hours including evenings and weekends.

Must be able to provide proof of U.S. citizenship or legal right to work in the United States.

EXPERIENCE and CERTIFICATIONS

Any combination of education, training and experience that would likely provide the required knowledge, skills, and abilities: Normally this would include:

Education: A Bachelor's degree from an accredited college or university with major course work in Recreation Administration or a related field;

Experience: Three (3) years of increasingly responsible administrative or technical experience preferably in the Public Sector.

License and/or Certificate: Possession of a valid Class C California driver's license.

Possession of, or ability to obtain, an appropriate, valid CPR Certificate.

Possession of or ability to obtain a Pool Operator or Aquatic Facility Operator certification, if overseeing Aquatics Program.

MENTAL AND PHYSICAL REQUIREMENTS

Physical Requirements: Ability to stand or sit for prolonged periods of time; occasionally stoop, bend, kneel, crouch, reach, and twist; lift, carry, push, and/or pull light to moderate amounts of weight; frequently operate office equipment requiring repetitive hand movement and fine coordination.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Environmental Conditions: Work is performed primarily in a standard office environment and indoor and outdoor recreational facilities; ability to travel to different locations is required; incumbents may be exposed to

inclement weather conditions; and may be required to work extended hours including evenings and weekends.

FLSA Status: Exempt

Revised: August 2022

(formerly: Recreation Services Supervisor, Programs)