

# **CITY OF REDWOOD CITY RECREATION SUPERVISOR**

## **DEFINITION**

To develop, implement, supervise and evaluate comprehensive and collaborative recreation programs, services and events to the community.

## **SUPERVISION RECEIVED AND EXERCISED**

General supervision is provided by the Parks, Recreation and Community Services Manager.

Responsibilities include general supervision of staff, volunteers, Recreation Coordinators.

## **EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES**

1. Design and implement program-based assessment of individual and community needs.
2. Supervise and evaluate recreation programs based on community needs and/or department direction.
3. Develop, oversee and administer the annual budget for programs and areas assigned.
4. Prepare and develop program publicity, including brochures, flyers, press releases and newsletters.
5. Supervise the promotion and registration of off-site programs.
6. Establish, maintain and foster positive and harmonious working relationships with those contacted in the course of work including, program collaborators, commissions, councils and board, participants, parents, and staff.
7. Hire, train, supervise and evaluate full and part-time staff and volunteers.
8. Develop and implement City-wide special events.
9. Review work and program needs, schedule personnel and equipment in accordance with job requirements.
10. Evaluate work progress, resolve work problems and determine additional needs on an ongoing basis.

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11. Collect, analyze and maintain a variety of records, contracts, agreements and manuals pertaining to assigned functions and programs.
12. Use computers to perform word processing and coordination of recreation and community services programs.

**OTHER JOB RELATED DUTIES**

1. Keep abreast of current trends/developments through membership/involvement in appropriate associations.
2. Perform related duties as assigned.

**JOB RELATED AND ESSENTIAL QUALIFICATIONS**

**Knowledge of:**

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

Principles and practices of supervision, budgeting and personnel management.

Standard program evaluation methods, verbal communication and report writing procedures.

**Ability to:**

Plan, implement and evaluate the delivery of recreation services.

Design and implement programs based on assessment of individual and community needs.

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

Prepare and develop program publicity, including brochures, press releases and newsletters.

Supervise the promotion and registration of off-site programs.

Develop, supervise and implement multiple year-round sites.

Train, supervise and evaluate full and part-time staff and volunteers.

Operate computers, word processing and programs for recreation and community services programs.

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**Experience and Training Guidelines:**

*Any combination of experience and training that would likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:*

**Experience:**

Four years in increasingly responsible experience in the delivery of recreation, with two years of supervisory experience.

**Training:**

A Bachelors Degree in Recreation or a related field.

**License or Certificate:**

Possession of, or ability to obtain, an appropriate, valid driver's license.

**Special Requirements:**

*Essential duties require the following physical abilities and work environment.*

Ability to work in a standard office environment with some ability to travel to different locations.

**Effective Date:** August, 2001

**Bargaining Group:** Redwood City Management Employees' Association