



## RECREATION / COMMUNITY SERVICES SUPERVISOR

**AGENCY/DEPARTMENT:**  
Community Services/Recreation

Approved By HR Director: Bob Heitzman  
Date Approved: **07/30/2004**  
Date of Last Revision:

Reports to: Senior Recreation Supervisor  
Supervises: Part-time and volunteer staff  
Conflict of Interest Code Filer:

**JOB SUMMARY:** Under general supervision, oversees and supervises a community facility providing multiple recreation and community service programs and activities; develops community-based programs; liaisons with outside community agencies regarding recreation and community services; and performs other related work as necessary.

### EXAMPLES OF ESSENTIAL FUNCTIONS:

1. Develops and oversees a variety of community-based recreation and community service programs and activities.
2. Oversees and supervises a community facility providing multiple recreation and community service programs and activities;
3. Ensures the safety, security, and efficiency of operations and activities for the community facility and park area.
4. Schedules and provides direction and training to part-time and volunteer personnel and conducts staff meetings to discuss participation and status of programs and needed improvements.
5. May oversee the work and recommend the hiring, discipline, training, scheduling, and work assignment of full-time staff.
6. Receives and responds to public and community group recreation and community services inquiries and requests and assists with customer services and providing appropriate recommendations; assists subordinate staff with problem resolution.
7. Liaisons and collaborates with area schools, local community organizations, and businesses to determine community needs assessment, develop joint activities, and solicit donations.
8. Coordinates and communicates interactions and activities with other City departments.
9. Creates and prepares reports, including program evaluations, incidents and related reports.
10. Provides program implementation recommendations and assists with special projects, departmental procedures.
11. Assists with the review of facility reservations and scheduling; assists with facility usage rate application.
12. Maximizes facility usage.

### QUALIFICATION GUIDELINES:

**ANY COMBINATION OF EDUCATION AND/OR EXPERIENCE THAT PROVIDES THE REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES TO PERFORM THE ESSENTIAL FUNCTIONS OF THE POSITION. EXAMPLE COMBINATIONS ARE LISTED AS FOLLOWS.**

**EDUCATION:** Equivalent to an associate's degree in recreation, physical education, public administration or related field.

**EXPERIENCE:** Three years of experience in coordinating recreation and community services programs, including supervision of recreation staff.

**KNOWLEDGE OF:**

- Principles and practices of community facility operations.
- Principles and practices of recreation and community service program administration.
- Development and implementation of recreation and community services programs.
- Program accounting and revenue methods and techniques.
- Promoting, public relations, fund-raising and customer service methods and communication techniques.
- Wide variety of recreation programs.
- Safety practices in a recreational setting.
- Principles of supervision and training.
- Applicable federal, state, and local laws and regulations.

**ABILITY TO:**

- Develop and supervise multiple recreation programs.
- Safely and effectively operate a community facility.
- Supervise, train and evaluate the work of recreation staff and volunteer personnel.
- Identify and resolve customer service complaints and related issues.
- Prepare reports and other related documents and materials.
- Interpret, comply, and communicate City policies and procedures.
- Elicit community and organizational sponsorship of recreation programs and events.
- Develop promotional activities and materials for recreation and community services events and programs.
- Operate office computer and utilize spreadsheet, word processing, and other applicable software programs.
- Communicate effectively both orally and in writing with co-workers, supervisors, management, other department representatives, and the public
- Schedule and monitor the status of staff, programs, and activities.

---

**LICENSES:**

- Valid Class C CA drivers license
- Acceptable driving record at time of appointment

**CERTIFICATIONS:**

- Ability to obtain certification in first aid and cardiopulmonary resuscitation (CPR).

**SPECIAL REQUIREMENTS:**

- Ability to work flexible and weekend hours

**DESIRABLE:**

- Experience in Word, Excel, PowerPoint and RecWare applications.
-

**FLSA Exemption Status:** Non-Exempt

**Employee Unit:** San Bernardino Public Employees Association

**DOT Program Participant:** No

**Job Family:** Community Services/Recreation

**Career Progression:**

- Recreation / Community Services Coordinator
- Recreation / Community Services Supervisor
- Senior Recreation / Community Services Supervisor
- Recreation / Community Services Manager
- Recreation / Community Services Director