



## Career Service Authority Recreation Supervisor

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### GENERAL STATEMENT OF CLASS DUTIES

Plans, coordinates and supervises the operations of a recreation center(s), a large recreation program or a recreation function.

### DISTINGUISHING CHARACTERISTICS

Recreation Supervisor is distinguished from Recreation Coordinator and Recreation Instructor. Recreation Coordinator performs duties related to the development, implementation and evaluation of organized recreational programs, classes and activities. Recreation Supervisor is distinguished from Recreation Coordinator by its responsibility for the overall operations and delivery of program services by a recreation center or a large recreation program.

Recreation Supervisor is also distinguished by the following factors:

#### ***Guidelines, Difficulty and Decision Making Level:***

Guidelines are in the form of stated objectives for the section, unit, function, or project.

Work assignment is generally unstructured and employee is responsible for assigning and supervising a variety of functions to achieve the objectives of the section, unit, or project. Duties performed involve weighing and evaluating factors requiring judgment, analytical ability, and problem solving.

Employee is responsible for simultaneous coordination and supervision of several functions, programs, or projects in various stages of completion.

#### ***Level of Supervision Received and Quality Review:***

Under managerial direction, the employee has personal accountability for carrying out the work objectives of an organizational unit or section within the scope of established guidelines and the mission of the agency or department. Employee is expected to resolve problems that arise in the normal course of the work. Work may be discussed with higher level supervisors and reviewed for soundness of judgment and feasibility of decisions.

#### ***Interpersonal Communications and Purpose:***

Contacts are of a non-prescribed nature involving the negotiation and resolution of problems and where exceptional degrees of discretion, judgment, and specialized knowledge are required in carrying out the programs and policies of an organization.

***Level of Supervision Exercised:***

Supervises two or more employees who do not supervise.

**ESSENTIAL DUTIES**

Supervises and coordinates all of the activities of a recreation unit.

Supervises a comprehensive recreational program.

Coordinates special events, activities and programs and collaborates with other recreation staff to develop interagency coordinated programs.

Establishes and maintains liaison with community groups and/or organizations to identify and assess community needs, develop and modify programs, initiate action and guide implementation to improve services and establish effective marketing plans to increase program participation.

Serves as a committee member or project team member to create or modify citywide recreation and athletic programs, fee structures, policies and related ordinances through a consensus agreement.

Implements and enforces rules and policies for recreation participants.

Plans, schedules, coordinate, and assign work and establish goals and priorities for subordinate employees.

Reviews work upon completion for adherence to guidelines and standards.

Resolves problems encountered by employees during the course of the assignment.

Develops the performance evaluation program for functions within the unit, monitors and documents employee performance, provides ongoing feedback regarding levels of performance and formally evaluates employees in relation to performance.

Implements safety standards and develops procedures to ensure compliance.

Makes recommendations to develop or modify the Recreation Center budget and allocates resources in accordance with the principles and practices of program based budgeting.

Interviews and selects staff reporting directly to this position and assists with other interviews as required.

Initiates and recommends disciplinary action for employees as necessary

Utilizes a computer to edit, compile, input, and retrieve files and/or databases to prepare a variety of letters, memorandum, and reports, and to complete forms or templates.

Performs other related duties as assigned or requested.

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Any one position may not include all of the duties listed. However, the allocation of positions will be determined by the amount of time spent in performing the essential duties listed above.

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## MINIMUM QUALIFICATIONS

### ***Competencies, Knowledge, & Skills:***

**Integrity/Honesty** – Contributes to maintaining the integrity of the organization, displays high standards of ethical conduct, understands the impact of violating these standards on an organization, self, and others, and is trustworthy.

**Leadership** - Inspires, motivates, guides others toward goals; coaches, mentors, challenges staff; adapts leadership styles to various situations; models high standards of honesty, integrity, trust, openness, and respect for individuals by applying these values daily.

**Problem Solving** - Identifies and analyzes problems; uses sound reasoning to arrive at conclusions; finds alternative solutions to complex problems; distinguishes between relevant and irrelevant information to make logical judgments.

**Interpersonal Skills** - Considers and responds appropriately to the needs, feelings, and capabilities of others; adjusts approaches to suit different people and situations.

**Client Orientation** - Anticipates and meets the needs of clients; achieves quality end-products; is committed to improving services.

**Flexibility** - Is open to change and new information; adapts behavior and work methods in response to new information, changing conditions, or unexpected obstacles; effectively deals with pressure and ambiguity.

**Oral Communication** - Expresses ideas and facts to individuals or groups effectively; makes clear and convincing oral presentations; listens to others; facilitates an open exchange of ideas.

**Managing Diverse Workforce** - Is sensitive to cultural diversity, race, gender, and other individual differences in the workforce; manages workforce diversity.

**Planning and Evaluating** - Determines objectives and strategies; coordinates with other parts of the organization to accomplish goals; monitors and evaluates the progress and outcomes of operational plans; anticipates potential threats or opportunities.

Knowledge of supervisory theories and methods sufficient to be able to perform a variety of supervisory functions.

Knowledge of the objectives of a planned community recreation program sufficient to be able to plan, coordinate, and direct the activities of athletics, fitness, cultural/social, and/or arts and crafts in a comprehensive recreation unit.

Knowledge of techniques and practices used in providing recreational activities to special groups or for special events sufficient to be able to provide recreation programs for handicapped, seniors and other groups.

Knowledge of safety practices and precautions sufficient to be able to supervise, train, and provide safety instructions to subordinates and others and to recognize and correct hazardous situations.

Knowledge of budgeting principles and practices sufficient to be able to assume budgetary responsibilities as required.

Skill in implementing and enforcing rules and policies.

Skill in utilizing computer software to accomplish a variety of tasks.

**Physical Demands** (Physical Demands are a general guide and specific positions will vary based on working conditions, locations, and agency/department needs):

Standing: remaining on one's feet in an upright position.

Walking: moving about on foot.

Stooping: bending the body by bending spine at the waist.

Reaching: extending the hand (s) and arm(s) in any direction.

Talking: expressing or exchanging ideas by means of spoken words.

Hearing: perceiving the nature of sounds by the ear.

Far Visual Acuity: ability to see clearly at 20 feet or more.

Near Visual Acuity: ability to see clearly at 20 inches or less.

**Working Environment:**

Subject to long irregular hours.

Subject to many interruptions.

Subject to varying and unpredictable situations.

**Education Requirement:**

Bachelor's Degree

**Experience Requirement:**

Three years of experience in planning, organizing, directing, instructing, monitoring and evaluating a comprehensive community recreation program.

**Education/Experience Equivalency:**

Additional appropriate education may be substituted for the minimum experience requirement.

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**Licensure and/or Certification:**

By position, possession of a valid driver's license at the time of application. Possession of a valid Colorado Class "R" driver's license prior to the end of probation.

Completion of a Career Service Authority Supervisory training course prior to completion of the probationary period.

**CLASS DETAIL**

**FLSA CODE:** Exempt

**ESTABLISHED DATE:** 09/16/1995

**ESTABLISHED BY:** Unknown

**REVISED DATE:** 06/16/1999  
06/28/2009

**REVISED BY:** 1999 (Nicole Lucero)  
2009 (Paul Wiberg)

**CLASS HISTORY:** 06/2009, class specification was put into a new format; an essential duty statement and skill statement re: computer use, competency statements and a distinguishing characteristics narrative were added.