



TOWN OF YOUNTVILLE
JOB DESCRIPTION

RECREATION SUPERVISOR/MANAGER

DEFINITION

To plan, organize and supervise comprehensive recreational programs for the Town of Yountville.

DISTINGUISHING CHARACTERISTICS

The Recreation Supervisor is responsible for planning, budgeting, scheduling, and supervising a variety of community recreation programs, activities, and facilities. The incumbent, within policy guidelines, exercises considerable discretion and independence in supervising the Town's recreation programs, employee activities and facilities. The position differs from other recreation positions; Recreation Coordinator, Recreation Specialist, Recreation Assistant and Recreation Aide, by having responsibility for overall program and facility supervision.

SUPERVISION RECEIVED/EXERCISED

The Parks and Recreation Director provides general supervision. May exercise direct supervision over Recreation Coordinator, Recreation Specialists, Recreation Assistants, Recreation Aides, Facility Monitors, Recreation Contract employees, and various part-time personnel and volunteers.

ESSENTIAL DUTIES

Plan, implement, and evaluate comprehensive recreation programs for the Town that may include visual arts, performing arts, adult sports, youth sports, or other recreation specialties. Select, train, supervise, and evaluate assigned staff that provides on-going and special programs for the Town. Supervise and participate in the design, preparation, and distribution of publicity including press releases, brochures, flyers, pamphlets, and printed schedules. Establish and maintain positive relationships with individuals, businesses, community organizations, and school officials to assess that programs and activities are meeting the changing needs of the community. Respond to inquiries or requests for service from interested community groups and citizens. Prepare and monitor the budget for assigned programs. Assist in development of short and long term planning. Provides leadership to assigned staff, and serve as Town's representative in addressing patron disciplinary or behavioral issues as related to program participation or facility use; assist in developing annual budget. Performs related duties and responsibilities as required.

MINIMUM QUALIFICATIONS

Education and Experience:

Recreation Supervisor

Any combination of education, training and experience that would provide the required knowledge and abilities is qualifying: graduation from a four-year college or university with major coursework in recreation, leisure services, physical education or a related field and two years of professional experience which has included recreation programming, planning and administration.

Recreation Manager

Graduation from a four-year college or university with major coursework in recreation, leisure services, physical education or a related field and four years of professional experience which has included recreation programming, planning and administration.

Note: Consistent with the Town's succession planning objectives and flexible staffing approach, incumbents in this position will be classified at the Supervisor level if they do not possess the formal four year college education and can progress to the Manager level by obtaining the related formal education or professional certification as applicable.

Other Requirements: Possess or ability to obtain a valid driver's license. Must be able to work weekends and off shift hours as required.

This position requires incumbent to go through Livescan fingerprint process.

Certificates:

May require evidence of a negative tuberculin test taken within the past two years. Possession and submittal of Standard First Aid and Cardiopulmonary Resuscitation (CPR) certificates are required within 90 days of appointment.

Knowledge/Ability

General knowledge of developing, implementing, and conducting a variety of recreation activities and programs; program content for specialized community recreation activities, including marketing themes, practices and principles as they apply to a wide variety of leisure services; personnel principles and practices, including recruitment of part-time employees and volunteers, supervision, program and employee evaluation, training, and safety practices; common recreational, cultural, and social needs of a community. Ability to supervise, organize, conduct, and implement recreation activities and manage community facilities; interpret and apply Town policies, laws, rules, and procedures; train, supervise, and evaluate part-time employees, volunteers, and contractors; understand community needs in a variety of recreation areas and evaluate activities according to those needs; ability to research, analyze and evaluate new service delivery methods, procedures and techniques; communicate clearly and concisely, both orally and in writing; establish and maintain effective relationships with public groups, agencies, school officials, and others contacted in the course of the work; use computer and other office equipment.

Working Conditions

Position requires sitting, standing, walking on level and slippery surfaces, climbing, reaching, twisting, turning, kneeling, bending, stooping, squatting, and crouching in the performance of daily activities. The position also requires near, far, and color vision while performing lifeguard activities. Additionally, the position requires grasping, repetitive hand movement, and fine coordination when writing and typing schedules and reports.

Approval: _____ Resolution No. _____
Town Manager

Effective Date: _____

Revision History: Version: _____ Effective Date: _____