



Town of Moraga Recreation Supervisor

Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specification ***may not include all*** duties performed by individuals within a classification. In addition, specifications are intended to outline the ***minimum*** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.

Established: June 2024
Employee Group: Mid-Management/Professional
FLSA Status: Exempt

DEFINITION:

Under general direction, the Recreation Supervisor plans, organizes, directs, and supervises a variety of recreation programs, services, and activities within the Parks and Recreation Department. This position is responsible for supervising staff, ensuring compliance with safety regulations, and delivering high-quality community recreation services.

DISTINGUISHING CHARACTERISTICS:

This supervisory position differs from the Recreation Coordinator role by its greater responsibility for planning, organizing, and overseeing complex recreation programs and services. It requires the ability to work independently and make significant contributions to the department's strategic goals.

SUPERVISION RECEIVED/EXERCISED:

The Recreation Supervisor receives general supervision from the Recreation Manager and the Parks and Recreation Director, and provides direct supervision to subordinate full-time staff, part-time staff, contractors, and volunteers.

ESSENTIAL FUNCTIONS *(include but are not limited to the following):*

- Plans, organizes, and supervises various recreation programs, including special events, classes, camps, and seasonal activities.
- Evaluate community needs and interests to recommend new programs and improvements.
- Oversee the scheduling and use of recreation facilities.
- Ensure compliance with health, safety, and licensing laws and guidelines.
- Hire, train, supervise, and evaluate full-time and part-time staff, contractors, and volunteers.
- Provide leadership and direction to staff, ensuring effective service delivery and staff development.
- Implement safety training and ensure staff adherence to safety protocols.
- Participate in the development and administration of the program budget.

- Monitor expenditures and prepare budget recommendations.
- Seek funding through grants, sponsorships, and fundraising activities.
- Administer contracts for program services and facilities use.
- Serve as a liaison to community groups, schools, and other organizations.
- Prepare and deliver presentations to civic groups, businesses, and other stakeholders.
- Develop marketing and promotional materials for programs and events.
- Foster positive public relations and community involvement.
- Ensure the safety and cleanliness of facilities and equipment.
- Prepare and maintain accurate records, reports, and program evaluations.
- Coordinate maintenance and improvement of recreation facilities.

PHYSICAL AND MENTAL STANDARDS NEEDED FOR ESSENTIAL JOB FUNCTIONS:

Physical: Ability to lift, carry, push, and pull materials and objects weighing up to 25 pounds. Ability to work in various environmental conditions, including indoor and outdoor settings. Availability for evening and weekend work as required.

Mental: While performing the duties of this class, the incumbent is regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve complex problems; use math and mathematical reasoning; perform highly detailed work under changing, intensive deadlines, on multiple concurrent tasks; work with constant interruptions; and interact with other staff, officials and the public.

QUALIFICATIONS *(minimal qualifications necessary for entry into the classification):*

Any combination equivalent to experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education: Bachelor's degree from an accredited college or university with major coursework in recreation, public administration, or a related field.

Experience: Four (4) years of responsible experience in recreation programming, including two years in a supervisory role.

License/Certificate:

- CPR and First Aid certification within six months of hire.
- Possession of, or ability to obtain, a valid California driver's license (Class C) and a satisfactory driving record are conditions of initial and continued employment. Must be able to obtain, within the first 6 months of employment, and maintain a Passenger Endorsement for up to 15 passengers.

Possession of a California Commercial driver's license with Passenger Endorsement is desirable.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

- Principles and practices of recreation program development and administration.
- Supervisory techniques, including training and evaluation.

- Budgeting procedures and financial management.
- Community engagement and public relations methods.
- Marketing strategies and techniques.
- Applicable federal, state and local laws, codes and regulations. Safety regulations and training methods.

Skill to:

- Operate standard recreation and sports tools and equipment.
- Operate an office computer and a variety of word processing and software applications.

Ability to:

- Plan, organize and direct the work of staff and volunteers.
- Develop and implement effective recreation programs.
- Analyze problems, identify solutions, and implement recommendations.
- Perform physical tasks and operate recreation activities.
- Lift, carry, push, and pull materials and objects weighing up to 50 pounds.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain positive working relationships with community members and stakeholders.

****The employer will make reasonable accommodation in compliance with the Americans With Disabilities Act of 1990.***