

CITY OF BURBANK

RECREATION SUPERVISOR

DEFINITION

Under direction, develops, implements and supervises, a variety of recreational, cultural, and community service programs; including but not limited to: facility management, day camps, aquatics, sports, youth, teens, seniors, recreational classes, cultural arts, special events, child care, and nature programs; supervises, trains, and evaluates staff; and to do related work as required.

ESSENTIAL FUNCTIONS

Under direction, plans, organizes, directs, and supervises a comprehensive offering of recreational and community activities; develops and supervises classes; coordinates community-based activities; provides facility management for recreational facilities and establishes effective relationships with other city departments for facility maintenance and service delivery; supervises overall program operation, including but not limited to registration, collection and processing of fees, and documentation; assesses community interests and evaluates programs and service areas; and makes recommendations; prepares and presents written and oral reports; develops and administers operational, program and special project budgets; identifies and secures alternative funding sources; trains, supervises, and evaluates employees and volunteers; makes recommendations regarding hiring, promotions, transfers, and disciplinary action, up to and including termination; prepares and leads staff meetings and in-service training programs; assists with establishing and enforcing policies and procedures; plans, organizes and conducts collaborative efforts within City departments, school district, and community organizations or agencies; operates general office equipment including personal computers; renders routine first aid when needed; establish and maintain effective working relationships with supervisors, fellow employees, and the public; drives on City business.

MINIMUM QUALIFICATIONS

Employment Standards:

- Knowledge of - the principles and practices of recreation administration.
- Ability to - evaluate and coordinate numerous programs and staff; understand and implement written and oral instructions, communicate effectively orally and verbally; ascertain community needs; create a positive rapport with program participants, school officials, and the community at large; analyze trends and suggest program enhancements; make good judgments and decisions.

Education/Training: A Bachelors degree from an accredited college or university with major work in Leisure Studies or closely related field and three years of paid full time leadership experience in a recreational, cultural, or community services programs. A degree is preferred; however, additional paid leadership experience may be substituted for the required education on a year-for-year basis for a maximum of two years. A Master's Degree in Leisure Studies or closely related field may be substituted for one year of the required paid leadership experience.

License & Certificates: A valid California Class "C" driver's license or equivalent at time of appointment. Valid Cardiopulmonary Resuscitation (CPR), Communicable Disease, and First Aid Certificates from authorized providers, as determined by the Management Services department, within six months of appointment.

SUPPLEMENTAL INFORMATION

Desirable Qualifications: Basic computer skills, and ability to communicate in a second language. Report and grant writing experience.