

## **City of Mill Valley RECREATION SUPERVISOR**

### DEFINITION

Under general direction of Director and Superintendent of Parks and Recreation Department, plans, organizes, develops and promotes a variety of city wide recreation activities and special events; to perform responsible, professional recreation work at a supervisory level; to do related work as required.

### SUPERVISION

Receives general supervision from an administrator.

Exercises direct supervision over personnel engaged in planning, organizing and implementing leisure activities and programs.

### EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Plans, organizes, develops and promotes a broadly diversified program of recreation activities and special projects for children, youths and adults.

Evaluates how community recreational needs, proposes programs to meet these needs and carries out approved programs.

Plans, priorities, assigns, supervises, trains and evaluates staff involved in assigned activities.

Reviews reports submitted by subordinates on attendance, activities, programs and related matters.

Secures facilities for recreation activities.

Development and preparation of quarterly program brochure and other forms of recreation program publicity.

Develops and administers departmental program budget and manages revenue production.

Prepares proposals, reports and delivers presentations to the Parks and Recreation Commission, local organizations and public agencies.

Attend professional meetings, training courses and conferences.

Cooperates with other public and private agencies or individuals engaged or interested in recreation programs.

Independently respond to letters and general correspondences.

Rent and schedule activities at major indoor and outdoor facilities.

**KNOWLEDGE OF:**

Philosophy, principals and techniques of planning and supervising city-wide recreation activities.

Facilities, equipment and physical arrangement of recreation areas needed in a broad spectrum of recreation programs.

Community organizations and resources.

State-of-the-art developments in the operation and implementation of leisure services.

**ABILITY TO:**

Work independently and analyze situations and adopt effective courses of action.

Analyze community needs and adapt a program to its particular requirements.

Administrative ability, including skill in assigning, directing, selecting, training, evaluating and disciplining subordinates.

To write letters and prepare reports.

Operate an automobile and transport staff/supplies to various activity sites.

**WORKING CONDITIONS**

Work is performed in an indoor office setting and outdoor park/playground/school campus/gymnasium setting. Vision is required to review written proposals, publicity and documents. Work requires frequent bending, lifting, carrying and transporting recreation equipment from indoor storage facilities to outdoor and indoor activity locations.

**EXPERIENCE AND TRAINING GUIDELINES**

Any combination of experience and training that would provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

**EXPERIENCE:**

Two years of increasingly responsible professional experience in recreation activities, including administrative and supervisory experience.

**TRAINING**

Any combination equivalent to graduation from college with a Bachelor's degree in Recreation or closely related field.

**LICENSES OR CERTIFICATES**

Possession of, or ability to obtain, a valid California Drivers License.