CITY OF ALBANY  
RECREATION SUPERVISOR 
SENIOR RECREATION SUPERVISOR 

Under general supervision (Recreation Supervisor) or direction (Senior Recreation Supervisor), supervises and coordinates assigned recreation programs, activities and operations within the Recreation and Community Services Department; develops and administers innovative and responsive City-wide recreation and cultural programs, events, and classes for multiple interest areas and age groups; coordinates recreation facility scheduling; actively promotes community building; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Recreation Supervisor
Receives general supervision from the Recreation and Community Services Director or designee. Exercises direct supervision over full-time, part-time, temporary, volunteer, and/or contractual service providers.

Senior Recreation Supervisor
Receives direction from the Recreation and Community Services Director or designee. Exercises direct supervision over full-time, part-time, temporary, volunteer, and/or contractual service providers.

Class Characteristics

Recreation Supervisor
This is the entry level class in the Recreation Supervisor series. This class is distinguished from the journey level by the performance of the more routine tasks and duties assigned to positions within this series. Employees at this level are not expected to perform with the same level of judgment on matters allocated to journey level. Employees work under general supervision while learning assigned job tasks. As experience accrues, incumbents will perform with increasing independence. Incumbents in this job class perform professional duties involving the development and supervision of recreational programs.

Senior Recreation Supervisor
This is the full journey level class within the Recreation Supervisor series. This class is distinguished from the Recreation Supervisor by the assignment of the full range of duties and responsibilities. Employees at this level receive only general direction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies within the work unit. Incumbents allocated to this job class must work independently and possess the ability to prioritize assignments in an effective and productive manner. Positions in this class are flexibly staffed and are normally filled by advancement from the entry level.

Examples of ESSENTIAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Coordinates the organization, staffing, and operational activities for assigned recreation and community services programs, services and activities for various ages.
- Develops, oversees, and implements diversified recreation programs and services.
- Administers and supervises day to day operations, staff, scheduling, rentals, maintenance, and marketing at any of Albany’s recreation facilities.
- Plans, organizes, and coordinates a variety of Citywide special events.
- Actively seeks new ways to create community through programs, events, and services.
• Oversees class offerings, actively seeks new classes, and prepares class information for Activity Guide production.
• Provides motivational leadership, training resources, work plan development, and guidance to assigned staff and volunteers which may include childcare, before and after school care, enrichment classes, senior center, transportation services, facilities management, instructional classes, adult and youth programs, summer programs, and/or community events.
• Supervises staff, monitors work assignments, develops work schedules to assure proper staffing levels, evaluates staff, and provides regular feedback on job performance; seeks out training opportunities for staff.
• Oversees volunteer program and activities.
• Develops and updates training manuals for staff and volunteers.
• Assumes lead role for department-wide assignments and events.
• Prepares and monitors budgets for assigned areas.
• Identifies and maximizes recreation program revenue opportunities.
• Prepares and monitors recreation service contractual agreements with instructors, sports officials, and vendors.
• Reviews specifications and contacts vendors to obtain quotes, and makes recommendations for purchase.
• Identifies and actively seeks partnership opportunities internally and with outside groups and local businesses.
• Regularly assesses community recreational interests to add, modify, or delete program offerings.
• Plans and implements coordinated marketing plans using print and social media and other creative strategies.
• Serves as liaison to the public regarding City parks, facilities, and open spaces; responds to questions and resolve complaints as authorized.
• Makes recommendations for short- and long-range program, event, and facility planning.
• Prepares and maintains a variety of reports, records, contracts, and files for assigned program areas.
• Operates and oversees the RecTrac recreation program and facility software system.
• Serves as staff liaison on assigned committees and to agencies outside of the City, i.e. Albany School District, Alameda County, etc.
• May drive a motor vehicle to transport supplies, equipment, seniors, and youth in the course of the work.
• Performs related duties as assigned.

Knowledge of:

• Recreation program administration, philosophy, principles, practices, and techniques.
• Recreation class and facility administration.
• Comprehensive event planning.
• Principles and practices to provide effective leadership and to successfully supervise, train, direct, motivate, support, evaluate, and correct staff performance.
• Cost analysis and budgeting principles.
• Basic contracting principles and vendor relationships.
• Marketing techniques.
• Innovative problem-solving strategies and techniques.
• Record keeping and report writing fundamentals.
• RecTrac registration and facility scheduling software.
• Basic graphic design.
• Modern office practices, methods, and computer equipment and applications related to the work, including word processing, database, and spreadsheet software.

Ability to:
• Administer and supervise recreation programs, services, classes, and events.
• Implement effective leadership and supervision practices.
• Perform budgeting, contracting, and marketing duties.
• Evaluate effectiveness of recreation programs and services and modify as needed.
• Exercise initiative and manage multiple tasks with attention to detail.
• Interpret and apply rules, regulations, policies, and procedures.
• Analyze situations effectively and adopt an accurate course of action.
• Effectively respond to emergency situations and apply First Aid and CPR when necessary.
• Exercise discretion in confidential matters.
• Prepare and maintain a variety of reports and records.
• Maintain safe and clean equipment, facilities, and grounds, and perform occasional custodial and light maintenance duties.
• Work a flexible schedule including occasional weekends, evenings, and other irregular hours.
• Operate modern office equipment including computer equipment and specialized software applications programs.
• Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
• Communicate clearly and concisely, both orally and in writing.

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

Recreation Supervisor
A Bachelor’s degree from an accredited college or university with major course work in Recreation, or a related field, and two years of increasingly responsible experience in recreation, recreation facility administration, or related field, including at least one year working in a lead capacity.

Senior Recreation Supervisor
A Bachelor’s degree from an accredited college or university with major course work in Recreation, or a related field, and three years of increasingly responsible experience in recreation, recreation facility administration, or related field, including at least two years working in a lead capacity.

Licenses and Certifications
A Valid California Driver’s License.

A valid CPR and First Aid certificate within six months of employment and recertification every two years thereafter.

Physical Demands
Must possess mobility to work in a standard office and field environment and use standard office equipment, including a computer; frequently required to walk, stand, sit, talk, and hear; vision to read printed materials and a computer screen and close vision, color vision, and the ability to adjust focus; hearing and speech to communicate in person and over the telephone. Positions in this classification occasionally climb, balance, stoop, kneel, crouch or crawl; use hands to finger, handle, feel, or operate objects, tools, or controls; reach with hands and arms; lift and/or move object up to 50 pounds.

Environmental Elements
Employees work in an office environment and field environment with moderate noise levels, occasionally varied temperature conditions, and no direct exposure to hazardous physical substances. Employees may
interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

**Special Requirements**
Position in this classification independently travel within and outside of the City limits to fulfill the assigned duties and responsibilities. Positions in this classification require a willingness and ability to work flexible hours and overtime. Must provide proof of a negative TB test dated within the past two years and recertification every four years thereafter.