



**CITY OF HAWTHORNE
HUMAN RESOURCES DEPARTMENT
RECREATION SUPERVISOR**

JOB SUMMARY

The Recreation Supervisor works under the general supervision of the Parks and Recreation Director and/or designee. Plans, organizes, coordinates and supervises a community recreation program for seniors, adults, and/or youth, including cultural arts, physical activities, special interest classes and summer programs. The Recreation Supervisor oversee recreation specialists, part-time recreation staff, special interest instructors, seasonal employees, and volunteers, as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following is a list of typical duties assigned to the Recreation Supervisor. The duties included on this list are examples and are not intended to be all-inclusive or restrictive.

- Manages and supervises assigned operations to achieve goals within available resources.
- Plans and organize workloads and staff assignments; trains, motivates and evaluates assigned staff; reviews progress and directs changes as needed.
- Provides leadership and direction in the development of short- and long-range plans.
- Gathers, interprets, and prepares data for studies, reports and recommendations; coordinates department activities with other departments and agencies as needed.
- Provides professional advice to supervisors; makes presentations to supervisors, boards, commissions, civic groups and the general public.
- Communicates official plans, policies and procedures to staff and the general public.
- Assures that assigned areas of responsibility are performed within budget; performs cost control activities; monitors revenues and expenditures in assigned area to assure sound fiscal control; prepares annual budget requests; assures effective and efficient use of budgeted funds, personnel, materials, facilities, and time.
- Determines work procedures, prepares work schedules, and expedites workflow; studies and standardizes procedures to improve efficiency and effectiveness of operations.
- Issues written and oral instructions; assigns duties and examines work for exactness, neatness, and conformance to policies and procedures.
- Maintains harmony among workers and resolves grievances;
- Supervise classes, workshops and activities for persons engaged in recreation programs and co-sponsored programs.

- Selects, plans and implements cultural arts, physical activities and special interest activities.
- Responds to public inquiries about recreation programs made by telephone, correspondence, or during public meetings.
- Prepares for publication a variety of brochures, calendars, letters, posters, news releases, flyers, and related communications regarding recreation programs.
- Maintains records and statistics for programs and personnel at the Recreation Center.
- Coordinate sports programs, register children for teams, collect fees, acquire coaches, assign practice times, distribute and collect uniforms.
- Assists in the planning and management of any concession related activities, including design, layout, operation, inventory, contracting and staffing.
- Assists in the scheduling of activities at the Community Center.
- Promotes interest and provides information regarding recreation programs to school officials, other recreation officials, community service groups, other City departments, and the general public.
- Performs a variety of miscellaneous duties such as answering phone, pick up supplies needed for activities, conduct arts/crafts activities for children, make arrangements for rental and use of Recreation Building, setup table and chairs for classes, etc.
- Schedule games and umpires for T-Ball, softball, men's slow pitch teams, and other games.
- Schedule and runs various tournaments throughout the year, such as boy's basketball tournament, table tennis, men's slow pitch, tennis, women's volleyball, and co-rec volleyball tournament.
- Serves as a member of various employee committees, as assigned.

MINIMUM QUALIFICATIONS

Education, Training & Experience

- Bachelor's degree from an accredited college with a degree in Recreation, Physical Education or closely related field.
- Four (4) years recreation experience including community center programming;
- Four (4) year of experience working in a lead or supervisory capacity.
- An equivalent combination of education and experience.

Licenses, Certificate and/or Special Requirements

- A valid California driver's license and the ability to maintain insurability under the City's vehicle insurance policy.
- First Aid and CPR certification.

Knowledge, Skills, and Abilities

- Considerable knowledge of recreation philosophy, planning and administration.
- Considerable knowledge of the equipment, facilities, operations and techniques used in a comprehensive community recreation program.
- Skill in operation of listed tools and equipment;
- Skill in First Aid and CPR.
- Ability to develop, coordinate, and direct varied activities involved in a community recreation program.
- Ability to establish and maintain effective working relationships with employees, supervisors, other agencies, participants, instructors, community leaders, and the general public.
- Ability to organize recreational activities and various youth and adult programs.
- Ability to perform basic mathematical computations
- Ability to communicate effectively orally and in writing.
- Ability to use personal computer, including word processing software; calculator; copy and fax machine; phone; mobile or portable radio; automobile.
- Ability to effectively supervise or lead supporting staff.
- Ability to deal tactfully and courteously with participants,
- Ability to establish and maintain good public relations.
- Ability to establish and maintain cooperative working relationships with the general public and City staff.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee may frequently work outdoors and within an office setting. The noise level in the work environment is usually quiet while in the office, and moderately loud when in the field. The employee is frequently required to walk, stand, stoop, kneel and use arms, legs and back. The employee is required to use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK CONDITIONS

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions, toxic or caustic chemicals. The noise level in the work environment is usually quiet while in the office, and moderately loud when in the field. Must submit to random drug testing in accordance with the City's drug and alcohol policy.

FLSA Status: Non-Exempt

Bargaining Unit: HMEA

Civil Service Status: Classified

Revised: April 2024

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