



Recreation and Community Event Supervisor

DEFINITION:

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

Under general direction; plan, organize, develop, direct and supervise major recreational programs, facilities and specialty classes such as senior, adult and youth recreation activities, neighborhood engagement, community capacity building, sports, special events, and contract classes; and to perform a variety of professional and technical tasks relative to assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED:

Receives general direction from the Administrative Manager. Exercises direct supervision over assigned interns, part-time, seasonal or contracted program staff.

CLASS CHARACTERISTICS:

This is a full-time classification responsible for exercising independent judgment on diverse and specialized major recreational programs within the North Tahoe Public Utility District recreation facilities. Incumbents are responsible for planning, organizing, supervising, reviewing, and evaluating the major recreation programs, specialty classes, sports and special events, and contract classes or programs.

EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only):

Reasonable accommodations may be made, on a case-by-case basis, to enable individuals with disabilities to perform the essential functions on the job.

- Develop, plan and implement a variety of recreational programs including, but not limited to; special events, senior, youth and adult programs, sports and/or recreation leagues, and specialty classes.
- Recommend and assist in the implementation of goals and objectives; in coordination with Event Center management, establish schedules and methods for operation of the community recreation portion of the North Tahoe Event Center operations; implement policies and procedures.
- As directed, or as determined to be necessary, identify, secure, and oversee third-party instructors, contractors, or providers to assist with the implementation of recreational programs.
- Evaluate operations and activities of assigned responsibilities; recommend improvements and modifications; prepare various reports on operations and activities.

- Assist in preparation of marketing information and utilize social media, among other media outlets, to promote recreation programs, activities and community events.
- Oversee, maintain, monitor and utilize the recreation operations registration software program.
- Develop, oversee and coordinate the District's community recreational activities; including, but not limited to, July is *Parks Make Life Better!* month, Movies in the Park, Ice Cream Wednesdays, SnowFest!, and/or similar activities as determined by community input and reception.
- Participate in the preparation and administration of contractual agreements, in coordination with the Contracts and Planning Coordinator, between the District and independent contractors for the District's Recreation and Parks functions; function as liaison between the District and private recreation groups. Implement and carry out contracts for specialized recreation programs, classes, and community-wide events.
- Provide support to the benefit of the Parks and Recreation Department, as directed. Assist with the supervision and operation of the Tahoe Vista Recreation Area, as directed, including the oversight of the seasonal staff.
- Participate in budget preparation and administration; prepare cost estimates for budget recommendations; monitor and control expenditures.
- Maintain awareness of new developments in recreation and neighborhood engagement; incorporate current trends as appropriate into programs.
- Answers questions and provides information to the public; investigates inquiries, concerns, and complaints; recommends corrective actions to resolve issues.
- Ensure recreation facilities are safe for use and work of facility staff is performed in a safe and efficient manner.
- Hire, train, supervise, and schedule seasonal recreational staff.
- Maintains records and prepares reports.
- Performs other duties as assigned.

MINIMUM QUALIFICATIONS:

Any combination of education and/or experience that provides the required knowledge, skills, and abilities to perform the essential functions of the position. A typical combination includes:

EDUCATION AND EXPERIENCE:

Completion of the twelfth grade supplemented by specialized training or coursework in parks and recreation administration and four years of increasingly responsible experience in the development and implementation of professional level recreational, social and cultural programs and activities; including one year providing technical and functional supervision over assigned personnel. Bachelor's degree from an accredited college or university with major course work in Parks and Recreation, Public Administration, Physical Education or a related field is preferred.

KNOWLEDGE OF:

- Principles and practices of recreational, senior services and related activity and program development and implementation.
- Methods for analyzing community needs and developing and marketing resources to meet those needs.
- Organized team and individual sports development and understanding of sports rules and regulations.
- Principles and practices of marketing to promote community recreation events, sports leagues, and specialty programs.
- Principles and practices of supervision, training and performance evaluations.
- Equipment, tools and materials used in the development and implementation of recreational activities. Principles of budget monitoring.
- Principles and practices of safety management.
- Pertinent local, State and Federal laws, ordinances and rules.
- Modern office practices, methods, and computer equipment. Principles of safe work practices.
- Principles and practices of customer service.

ABILITY TO:

- Learn, and accurately use, District computerized facility rental/scheduling programs; interpret diagrams.
- Use cell phone and/or computer for social media postings.
- Work weekends, holidays, and/or evenings.
- Coordinate, organize, implement, and publicize recreation and leisure-time activities and specialized events. Understand and interpret community needs for a variety of recreation areas and evaluate activities according to those needs. Monitor program compliance with related policies and procedures.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Communicate clearly and concisely, both orally and in writing.
- Supervise, train and evaluate assigned staff.

LICENSES AND CERTIFICATIONS:

Possession of a valid driver's license along with a driving record acceptable to the District and the District's insurance carrier.

TOOLS AND EQUIPMENT USED:

Personal computers, word processing, and other office support systems; communication tools including: telephones, cell phones; Audio Visual tools including laptops, projectors, monitors, mics and screens. Assorted tools necessary to set up recreational equipment and/or activities.

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 in compliance with the American with Disabilities Act (ADA) requirements. On a case-by-case basis, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed in an office and recreational or outdoor setting. Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. Must also possess mobility to work outdoors or in recreational settings including uneven surfaces. While this classification often works in an office environment, standing and walking throughout the building and event areas indoors and outside may be required. Intermittently set up booths, hang banners, move tables, chairs, and carry supplies. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information and often use small hand tools in the setup or takedown of recreation equipment or activities. The employee must possess the ability to lift, carry, push, and pull materials and objects weighing up to 50 pounds and occasionally up to 75 pounds.

ENVIRONMENTAL CONDITIONS:

Employee will work in both indoor and outdoor environments, subject to both hot and cold temperatures, varying noise levels, controlled 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. Employees occasionally work around recreational equipment and may be exposed to moving mechanical parts or airborne particles. The noise level in the work standard environment is usually quiet to moderate and typical to noises produced in a recreation environment.