

DELANO UNION SCHOOL DISTRICT

Recreation Supervisor I (Classified Management)

Brief Description of Job

Provides Recreation program guidance for pupils and staff in grades K-8, or a combination thereof, and assists in the development, implementation, and refinement of Delano Union School District (DUSD) Recreation programs as assigned.

QUALIFICATIONS

Administrative Relationships

Works under the supervision of the Coordinator of Physical Education, Wellness, and Athletic Competition, and/or as directed by the Superintendent.

Knowledge of:

District policies and procedures; risk management practices and safety rules and regulations; principles and techniques of supervision, and training. Knowledgeable in principles and practices of project management including budgetary practices; computer programs and basic office recordkeeping.

Ability to:

Provide direct supervision and general direction to seasonal recreation employees of DUSD, as well as other volunteers; maintain a variety of files and records; understand and carry out oral and written directions; establish and maintain cooperative working relationships with all staff.

Must possess a valid California Motor Vehicle Operator's License.

Experience

Two (2) years of increasingly responsible supervisory experience in a school district or public institution desired.

Education

Graduation from an accredited/recognized college or university with a Bachelor's Degree in Physical Education, Education, Fitness, Public Administration, Recreation, Leisure Studies, or related field is preferred; OR any equivalent combination of training and experience, which would provide sufficient knowledge of youth athletic and recreation program development and management.

ESSENTIAL FUNCTIONS OF THIS POSITION

1. Observes designated working hours.
2. Demonstrates a professional attitude toward parents, students, and co-workers.
3. Possesses strong written and verbal communication skills.
4. Plans, directs, and effectively interprets departmental policies to the employees and the public.
5. Prepares for publication a variety of brochures, calendars, letters, posters, news releases, flyers, and related communications regarding recreation programs.
6. Prepares and submits reports to the Coordinator of Physical Education, Wellness, and Athletic Competition regarding recreation programs and activities.

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7. Supports, guides, and targets staff across all grade levels to support implementation of the DUSD Recreation Program.
8. Provides site/district intensive staff development related to the Recreation program, with the goal of improving the Recreation program.
9. Provides for risk management practices; ensures all safety rules, regulations, and procedures are followed; makes sure that employees are trained in safety procedures (including CPR and First Aid).
10. Prepares and maintains statistical and other records and reports on paper and computer related to recreation programs and projects.
11. Maintains and administers a program budget.
12. Participates collaboratively with staff to plan Recreation activities, analyze program strengths and weaknesses, and review program goals.
13. Responds to inquiries and complaints related to recreation programs and activities, and maintain good public relations.
14. Required to assist with the selection of Recreation program materials.
15. Supervises and inspects assigned recreation areas and facilities to ensure proper and safe use of equipment. Responsible for security of assigned facilities. Responsible for the use of keys and security systems of assigned locations.
16. Develops Implementation Plan including the process for evaluation of program and adjustments.
17. Identifies and trains Recreation staff to support implementation of Recreation Program/Goals.
18. Supports District/Site Recreation Events to incorporate community and parent participation.
19. Incorporated within one or more of the previously mentioned essential functions of this job description are the following essential physical requirements.

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|---------------|---|----------------------|------------------|---|----------------------|
| 1. Seldom | = | Less than 25 percent | 3. Often | = | 51.75 percent |
| 2. Occasional | = | 25-50 percent | 4. Very Frequent | = | 76 percent and above |

- 4 a. Ability to work at a desk, conference table or in meetings of various configurations.
- 4 b. Ability to stand for extended periods of time.
- 4 c. Ability to see for the purpose of reading laws and codes, rules and policies and other printed matter.
- 4 d. Ability to hear and understand speech at normal levels.
- 4 e. Ability to communicate so others will be able to clearly understand a normal conversation.
- 3 f. Ability to bend and twist, stoop and kneel, crawl, climb, balance, push and pull.
- 2 g. Ability to lift 50 lbs.
- 2 h. Ability to carry 50 lbs.
- 4 i. Ability to reach in all directions.
- 2 j. Ability to work at heights
- 3 k. Ability to ascend and descend ladder.
- 4 l. Ability to work in the elements (extreme temperatures).

OTHER RELATED FUNCTIONS OF THIS POSITION

1. Other related duties as assigned.

Employee: _____

Date: _____

Authorized Representative: _____

Date: _____

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.