

DELANO UNION SCHOOL DISTRICT

Recreation and Athletics Supervisor I (Classified Management)

JOB SUMMARY

Under the supervision of the Superintendent or designee, the Recreation and Athletics Supervisor I will provide recreation program guidance for pupils and staff in grades K-8, lead supervisor for athletics, or a combination thereof, and assists in the development, implementation, and refinement of the Delano Union School District ("DUSD") Recreation and Athletics programs as assigned.

REQUIRED QUALIFICATIONS:

- A. Education and Experience: Graduation from high school or equivalent. A Bachelor's Degree in Physical Education, Education, Fitness, Recreation, or a related field is preferred; or any equivalent combination of training and experience, which would provide sufficient knowledge of your athletic and recreation program development and management. Two (2) years of increasingly responsible supervisory experience in a school district or public institution is desired. Must possess a valid California Motor Vehicle Operator's License.
- B. Knowledge of: District policies and procedures; risk management practices and safety rules and regulations; principles and techniques of supervision, and training. Knowledgeable in rules of the sports; knowledgeable in principles and practices of project management including budgetary practices; computer programs, and basic administrative and organizational practices.
- C. Abilities and Skills: Provide direct supervision and general direction to seasonal recreation and athletics employees of DUSD, as well as other volunteers; maintain a variety of files and records; possess strong written and verbal communication skills, understand and carry out oral and written directions; establish and maintain cooperative working relationships with parents, students and staff.
- D. Personal Qualities: Integrity and emotional maturity; interpersonal and organizational skills; leadership ability and the capacity to take initiative and work successfully as part of a team; commitment to positive, collaborative relationships with students, staff, parents and community; willingness to obtain additional training in areas related to job function, knowledge, abilities, and skills.

ESSENTIAL FUNCTIONS

1. Ability to maintain flexible hours which might include late nights and some Saturdays.
2. Attends county, regional, and league meetings regarding athletics.
3. Coordinates and supervises athletic events and league tournaments.
4. Ability to recruit coaches, officials, and athletic directors, as needed.
5. Demonstrates and maintains a professional attitude toward parents, students, and co-workers.
6. Ability to plan, direct, and effectively interpret departmental policies to the employees and the public.
7. Ability to prepare a variety of brochures, calendars, letters, posters, news releases, flyers, and related communications regarding recreation and athletic programs.
8. Processes and submits reports to the Director of After School Programs regarding recreation and athletics programs and activities.
9. Supports, guides, and targets staff across all grade levels to support implementation of the DUSD Recreation and Athletics Program.
10. Coordinates and provides intensive staff development related to the Recreation and Athletics program, with the goal of improving the programs.
11. 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).
12. Maintains statistical and other records and reports on paper and computer related to recreation and athletics programs and events.
13. Assists in maintaining and administering a program budget.

14. Collaboratively works with staff to plan Recreation and Athletic activities, analyze program strengths and weaknesses, and review program goals.
15. Ability to respond to inquiries and complaints related to recreation and athletic programs and activities, and maintains good public relations.
16. Ability to assist with the selection of Recreation and Athletic program materials.
17. 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.
18. Identifies and trains recreation and athletics staff to support implementation of Recreation and Athletics program and goals.
19. Supports District/Site Recreation and athletic events to incorporate community and parent participation.
20. Performs other duties as assigned.

Incorporated within one or more of the previously mentioned essential functions of this job description are the following essential physical requirements. Place the applicable number from the chart below that best indicates what percentage of time is spent on each of the following essential physical requirements. The categories refer to the overall requirements on an annual basis:

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

- 3 a. Ability to work at a desk, conference table or in meetings of various configurations.
- 4 b. Ability to stand and circulate for extended periods of time.
- 4 c. Ability to see for purposes of reading laws and codes, rules and policies and other printed matter and observing students.
- 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, push, pull.

2 g. Ability to lift 30 lbs.

2 h. Ability to carry 30 lbs.

3 i. Ability to reach in all directions.

3 i. Ability to work in the elements (extreme temperatures).

OTHER RELATED FUNCTIONS OF THIS POSITION:

1. Participates in meetings, trainings, workshops, and District and school site collaborative forums.
2. Gives, understands, and carries out oral and written directions; works effectively in challenging situations and in changing conditions.
3. Prioritizes and schedules work; meets timelines and schedules.
4. Maintains and establishes appropriate confidentiality of materials.

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 their responsibilities, duties and skills required of personnel so classified.

Board Approved: 12/11/2023