

## **RECREATION CENTER SUPERVISOR - 205**

### **DEFINITION OF WORK**

Under regular supervision, performs responsible professional work planning, organizing and supervising the activities and operations of a community Recreation Center; does related work as required.

### **EXAMPLES OF WORK**

Plans, schedules, assigns and supervises the work of staff; directs scheduling of activities and programs; leads certain recreation activities and supervises others in leading activities at a center; trains subordinate recreation staff; works closely with student councils, parents and the public in developing center programs and proper use of facilities; studies the recreational needs of the area served and recommends and promotes new programs; supervises the custodial maintenance of the center and equipment; investigates and acts upon requests, suggestions and complaints concerning center services; assists in screening and selecting part-time center staff; directs the enforcement of rules and regulations; maintains discipline; gives speeches to civic groups regarding recreation activities; prepares special and periodic reports; keeps financial records.

### **EMPLOYMENT STANDARDS**

Education and Experience: Any combination of education and experience equivalent to a bachelor's degree in recreation or a related field and one year of responsible recreation experience.

Knowledge, Skills and Abilities: Knowledge of the techniques and methods of organizing group recreational activities; knowledge of community organizations and resources; ability to instruct youth, children and adults in various sports and games and in group participation events; ability to supervise the activities of staff; ability to plan and direct a varied center program and to win the support and enthusiasm of participants; ability to develop and maintain effective public relationships; ability to speak before public gatherings; ability to keep records and prepare reports.

