



CLASSIFICATION NO. 465

Established: 12/93

Revised: 5/04, 8/07, 7/22

FLSA: Exempt

EEO: 5

RECREATION SUPERVISOR

CLASS CHARACTERISTICS

Under general direction, to plan, organize, supervise and evaluate the aquatics, recreational, operational, maintenance and related support service activities within the North Clackamas Parks and Recreation District; and to do other work as required.

DISTINGUISHING CHARACTERISTICS

The North Clackamas Parks and Recreation District provides aquatic, park, recreation, education and social services to County residents within the park district boundaries.

The Recreation Supervisor may be assigned to either the Aquatic program or the Recreation program. The Aquatic program position(s) assists the Recreation Manager with all support and aquatic services in the Aquatic Park including reception, guest registration, special events, facility maintenance and repair, aquatic services, pool operations, and Aquatic Park staffing. The Recreation program position(s) oversees the recreation programs throughout the district including program development and coordination, staffing, publicity, customer service, budget administration and evaluation.

The Recreation Supervisor differs from the Recreation Manager which has general responsibility for the operation and management of the Aquatic Park and all recreation programs within the District. The Recreation Supervisor differs from the Human Services Supervisor (Milwaukie Community Center) which is responsible for managing, planning and coordinating diverse services to older adults (age 55+) and disabled citizens and has considerable authority to develop policies and implement program changes at the district community center.

TYPICAL TASKS

Duties may include but are not limited to the following:

1. Assists in coordinating and promoting recreation programs, services, and events, including aquatic, educational, athletic, community and private activities provided at multiple locations; schedules instructional, fitness, rehabilitative and competitive activities, such as American Red Cross lifeguard training, swimming lessons, water sports, water safety instruction, water exercises, golf, aerobics, craft classes, special events, and all other recreation programming.
2. Researches and evaluates current and proposed programs and activities; monitors current trends and developments in the industry; coordinates program planning with local recreation and other organizations to meet community needs; recommends the most

effective and appropriate use of facilities; responds to public inquiries and complaints regarding programs and procedures.

3. Participates in the development and implementation of division and/or program policies, procedures, standards, goals, and objectives; ensures compliance with health and safety codes and licensing requirements.
4. Develops or participates in budget development; monitors revenues and expenditures; recommends the purchase of supplies and equipment; develops and recommends program fees, rental, lesson, and pool use fees; participates in fund raising projects.
5. Participates as a member of the District's Leadership team; performs general administrative and operational activities; provides assistance and support to pool and facility operations as needed; develops and oversees record keeping and reporting systems; conducts and reports on research projects and surveys.
6. Hires, trains, supervises, schedules, and motivates professional, clerical, maintenance and other support staff to provide quality service to citizens; prepares performance evaluations; recommends and administers progressive discipline; conducts and/or facilitates staff training and development programs; promotes cooperative team efforts among staff and with other County departments and community recreation providers.
7. Promotes District facilities for meetings, banquets, receptions, and other special events; conducts market research and develops marketing and customer service strategies; plans and coordinates special events; supervises facility rental and guest registration; conducts promotional presentations to community groups.

Aquatic Specialty:

8. Assists in managing pool operations and maintenance; develops and maintains standards of pool safety and sanitation; oversees daily maintenance of pool chemistry and mechanical operation; coordinates and directs response to emergencies and injuries; oversees the safety, cleaning, maintenance, and repair of the entire aquatic facility.
9. Assists in overseeing and coordinating contracts and agreements; conducts competitive bid process; coordinates inventory, billing, and equipment lease.

Recreation Specialty:

10. Recruit, hire, train, and work with volunteers to plan, promote, and facilitate recreation opportunities in youth sports, adult sports, and activity groups.
11. Promote and develop partnerships with other recreation providers, and serve as district liaison to cooperatively plan and coordinate recreation programs.

REQUIRED KNOWLEDGE AND SKILLS

Working knowledge of: Principles, methods and community resources relevant to recreation, sports programming and adolescent development; recreation program planning, coordination and evaluation techniques; scheduling and staffing of recreation facilities and programs; principles and techniques of public administration, including budgeting, contract administration,

purchasing and supervision; marketing concepts, public relations techniques and payment of sales; record keeping techniques; Federal, State and County health and safety laws, codes and regulations related to the operation of aquatic and recreational facilities; basic office equipment, computer software applications and procedures.

Aquatic Specialty Working Knowledge of: Equipment and amenities related to an aquatic park; concepts and methods of aquatic management and facility maintenance; aquatic programming methods and procedures; principles of pool chemistry; water filtration technology; water safety, first aid and emergency procedures; lifesaving and swim instruction methods.

Recreation Specialty Working Knowledge of: Gymnasium use and maintenance; services, equipment and amenities of recreation programming for people of all ages; concepts, methods and procedures of recreation program planning and management; principles of first aid and emergency procedures.

Skill to: Supervise, train, evaluate and discipline assigned staff; direct staff in continuous efforts to improve quality, productivity and effectiveness; incorporate team participation in decision making; develop and administer aquatic and recreational programs and services to meet needs of community; plan, organize and coordinate parties, groups, reserving facilities, major special events and activities; communicate effectively, both orally and in writing; prepare and deliver oral presentations to public and private groups; prepare and maintain reports and records; interpret and apply Federal, State and local laws, regulations and statutes; establish and maintain effective working relationships with local schools, community organizations and businesses, vendors, media, County employees and the public.

WORKING CONDITIONS

Requires working weekends, evenings, and holidays.

MINIMUM QUALIFICATIONS

Minimum qualifications are used as a guide for establishing the minimum experience, education, licensure, and/or certifications required for employment in the classification. The following minimum qualifications are established for this classification. Additional minimum qualifications and special conditions may apply to a specific position within this classification and will be stated on the job announcement.

Experience: A minimum of four (4) years of related experience that would provide the required knowledge and skills to perform the responsibilities of this position.

Licenses/Certifications:

The following licensure/certifications are required at the time of hire.

- Current American Red Cross CPR/PR, AED and First Aid
- Aquatic Specialty: Current Certification in American Red Cross Lifeguard Training; Blood Borne Pathogens certification.

PRE-EMPLOYMENT REQUIREMENTS

Current certification in American Red Cross: CPR/PR (Professional Rescuer), AED, and First Aid.

Must successfully pass a criminal history check which may include national or state fingerprint records check.

Must pass a pre-employment drug test.

Driving may be necessary for County business. For position(s) with occasional/incidental driving, incumbents must possess a valid driver's license. Accommodation requests for an acceptable alternative method of transportation will be reviewed on an individual basis in compliance with State and Federal legislation. For position(s) with regular driving, incumbent(s) must also possess and maintain an acceptable driving record throughout the course of employment.

POST-EMPLOYMENT REQUIREMENTS

Aquatic Specialty: Within one year of hire: Certification as a Pool Operator, and American Red Cross Lifeguard Instructor.

Recreation Specialty: Within one year of hire: Current Certification as National Youth Sports Coaches Association Clinician or equivalent certification.