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## RECREATION SUPERINTENDENT

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### **DEFINITION**

Under general direction, plans, organizes, develops and implements a variety of recreation programs and special events; coordinates Hillside Wilderness Preserve activities and Monrovia Old Town Advisory Board.

### **SUPERVISION EXERCISED**

Supervises subordinate full and part-time staff and volunteers.

### **EXAMPLES OF DUTIES**

*Duties may include but are not limited to:*

Plan, develop, organize, implement and evaluate recreation, sports, leisure programs, contract classes, aquatics and special events for all participant ages.

Develop and implement public relations/information and marketing strategies; prepare informational flyers, brochures, press releases and other promotional materials; manage division website.

Coordinate publication of Monrovia Today newsletter.

Train, supervise, schedule, evaluate, motivate and discipline subordinate personnel providing guidance in the delivery of recreation programs.

Evaluate program delivery and develop recommendations for new programs or those to be modified or cancelled based on participant numbers and feedback.

Staff and coordinate Monrovia Old Town Advisory Board (MOTAB).

Participate in the development of division goals, objectives, policies and procedures; recommend and implement changes.

Develop and monitor budget; prepare budget justifications.

Coordinate Hillside Wilderness Preserve staff and activities.

Oversee contract classes and instructors.

Research, prepare and present reports to community groups, Community Services Commission and City Council.

Represent the City at professional and community group meetings; coordinate activities and information with outside agencies such as the Monrovia Unified School District and Boys and Girls Club; solicit and secure sponsors for special events.

Perform related duties as assigned.

### **KNOWLEDGE, ABILITIES AND SKILLS**

Knowledge of:

Methods, materials, equipment and strategies used in early childhood, youth and senior citizen development and education.

Development milestones and needs of pre-school aged children, youth and seniors.

Techniques used in budget preparation and monitoring.

Principles of employee and volunteer training, supervision, evaluation, motivation and discipline.

Techniques used in dealing with the public, volunteers and customer service.

Ability and Skill to:

Patiently work with children, youth and seniors individually and in groups.

Respond to questions from the public and staff.

Develop activities to engage pre-school aged children, youth and seniors.

Remain current on trends and innovations in child development/early childhood youth and senior education, programs and activities.

Prepare and monitor program budget.

Train, supervise, evaluate, motivate and discipline subordinate staff and volunteers.

Plan and implement special events for children, youth, seniors and their families.

Plan and organize work to meet schedules and timelines.



Communicate clearly both orally and in writing.

Perform duties of an emergency worker in the event of a natural or other disaster.

**QUALIFICATIONS**

*Any combination of education and experience that would provide the required knowledge, abilities and skills is qualifying. A typical way to obtain the qualifications would be:*

BA/BS in Recreation Programming, Public Administration, Social Services or related field and six (6) years increasingly responsible experience, including two (2) years in a supervisory capacity, developing and implementing recreation programs.

**LICENSE OR CERTIFICATE**

Possession of a valid Class C California Driver's License and a good driving record, First Aid and CPR Certificates.

**ESSENTIAL JOB FUNCTIONS/A.D.A.**

Ability to understand and respond to the public's and staff's requests for assistance both on the phone and in person

Ability to participate in children's educational, arts and crafts and playground activities.

Ability to sit for two hours at a time

Ability to lift up to 50 pounds

Ability to climb a footstool or ladder for the purposes of retrieving records

Ability to get from one location to another in the course of doing business

