

CITY COUNCIL MEETING

February 17, 1982

cc-34

Following introduction of the matter by City Manager Graves, Council, on motion of Mayor Pro Tempore Murphy, Hughes second, adopted revised job specifications for the Recreation Supervisor position.

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COUNCIL COMMUNICATION

TO THE CITY COUNCIL
FROM THE CITY MANAGER'S OFFICE

DATE
February 1, 1982

NO.

SUBJECT REQUEST FOR ADOPTION OF RECREATION SUPERVISOR'S SPECIFICATIONS

Generally, the specifications that are being submitted for the above position are the same as they have always been with the exception that we have changed the education and experience qualifications. We feel that there are many qualified people who have received their education in recreation, and because of the importance of the position, we want to try to attract the best possible person and we feel that education and experience will allow us to do this.

The other general characteristics in the Recreation Supervisor qualifications remain the same.

Attached is a copy of the old specifications for comparative purposes.

Hopefully, these can be adopted as soon as possible so that we can start recruiting for this position.



Ed DeBenedetti, Director
Recreation and Parks

ED:jd
Attach.

RECREATION SUPERVISORDEFINITION

Under general direction, to perform professional recreation work in the organization and direction of major recreational programs and activities in the City; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

This is the full professional level of recreation supervision work, which requires previous experience, and considerable judgement on the part of employees in recommending appropriate programs, and planning, organizing, and supervising such programs.

EXAMPLES OF DUTIES

Recommends increases and decreases in various recreational program activities to the Department Director; submits preliminary budget for approved range of recreational activities placed under the employee's supervision; plans, organizes, schedules, and supervises designated range of recreational programs; interviews, trains, evaluates, and supervises specialty instructors, recreation leaders, sports officials, recreation specialists, recreation aides and volunteers required to carry out designated recreation programs; makes public meetings to explain and encourage participation and assistance with City recreation programs; attends meetings and coordinates the work of advisory commissions and boards; answers questions from the public by telephone and face-to-face regarding City recreation programs; coordinates the work of clerical staff necessary to obtain signups, make and post recreational activity schedules, and establish and maintain necessary records of recreational activities; prepares correspondence, manuals, and brochures explaining various City recreational programs and activities; organizes and advises volunteer groups and boards; performs inventory control, purchasing, and preparation of bids for uniforms, equipment and other supplies and materials for recreation programs; coordinates intercommunity relationships with schools, service clubs, church organizations, and other social groups.

DESIRABLE QUALIFICATIONS

Knowledge of:

- * Philosophy, principles, and practices of public recreation programs;
- * Major sports, games and other recreational activities suitable for children, adolescents, and adults;
- * Policies and philosophies governing public recreation programs in the City of Lodi;
- * First aid methods and safety precautions related to recreational settings;
- * Principles of group supervision;
- * Principles of employee hiring, training, assigning, and evaluation;
- * Inter-community relationships with schools, service clubs, church organizations, etc.

Ability to:

Plan, coordinate, and direct recreational programs;
Supervise and instruct individuals and groups in recreational activities;
Establish and maintain cooperative working relationships specifically with special interest groups, other agencies, and the community in general.

Experience:

Three years of full-time professional recreation work, which includes leadership or instruction of groups in recreational activities.

Education:

Degree in recreation management and/or leisure services, physical education, or related field. One year of experience may be substituted for Master's Degree.

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and

Recreation Supervisor - 2

Ability to:

- Plan, coordinate, and direct recreational programs;
- Supervise and instruct individuals and groups in recreational activities;
- Establish and maintain cooperative working relationships.

and

Experience: One year of professional experience as a leader in recreational activities, preferably in the City of Lodi.