



# SAN RAFAEL

THE CITY WITH A MISSION

## Recreation Supervisor

**\$6,857 - \$8,334 per month**

*(Salary schedule reflects a 5% furlough reduction for FY20/21)*

**Plus excellent benefits**

**APPLICATION DEADLINE: *Apply by Friday, April 30, 2021 for first consideration***

### ***THE POSITION:***

The Library and Recreation Department (Recreation Division) is seeking a full-time Recreation Supervisor. The Recreation supervisor is responsible for planning, promotion, organization, and development of two or more programs in the department including but not limited to Child Care, Athletics, Aquatics, Al Boro Community Center, Falkirk Cultural Center, San Rafael Community Center, Terra Linda Community Center, Youth Services, Senior Services, Contract Classes, Community Gardens, Marketing, Arts, Film Permits, and/or special Events. Exercises direct supervision over program, professionals, support staff and office staff.

### ***This position performs the following essential job duties: (including but not limited to)***

- Participates in program budget development and monitoring.
- Develops, promotes and markets quality program activities. Monitors programs and insures customer satisfaction.
- Under the direction of the Senior Recreation Supervisor, recruits, selects and trains assigned staff.
- Develops and oversees staff scheduling, assuring appropriate and adequate staffing levels.
- Develops and delivers programs associated with assigned division.
- Participates with other staff on facility coordination of program activities.
- Represents the departments in liaisons with community and neighborhood groups.
- Procures and manages program supplies and inventory.
- Organizes and maintains personnel records and files.
- Procures and manages program supplies and inventory.
- Monitors contract employees including contracts, facility space, and permits.
- Recruits, trains, and hires instructors and evaluates performance.
- Prepares a variety of required and regulated reports such as latchkey.
- Reviews and edits newsletters and other announcements.
- Represents the department in coordinative efforts with community and neighborhood groups
- Performs related duties as required.

### ***To be eligible for this position, you must have knowledge of:***

- Recreation theories, principles, practices, and programs.
- Recreation program rules and equipment.
- Budgeting.
- Principles of Supervision.
- PCs and related software.
- Contract development and administration.
- Age and content specific programming such as Child Care and Seniors.

**To be eligible for this position, you must have the ability to:**

- Operate a PC and related software.
- Adhere to program standards and objectives.
- Establish and maintain cooperative working relationships with others.
- Prepare and present concise written and oral reports.
- Support and carry out the goals and objectives of the department.
- Work the hours associated with the department and position.
- Operate developmentally appropriate programs.
- Coordinate use of facilities.
- Develop and administer staff programs.
- Review programs for quality.

**EDUCATION and/or EXPERIENCE:**

Any combination of education and experience that demonstrates possession of the requisite knowledges, skills and abilities. A typical way to obtain these would be:

- Bachelor of Arts in Recreation **AND**
- Four (4) years of recreation experience including two (2) years in a lead or supervisory role.

**SPECIAL REQUIREMENTS:**

- Must have a valid driver's license
- Child Center Permit for some positions

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee is occasionally required to climb or balance and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly exposed to video display. The employee is frequently exposed to outdoor weather conditions and frequently works in evenings or weekends and inside environmental conditions. The employee is occasionally exposed to moving mechanical parts and occasionally works with use of a personal vehicle. The noise level in the work environment is usually loud.

**APPLICATION AND SELECTION PROCESS:**

**City of San Rafael application is required.** Resumes do not substitute for the City application. Candidates should detail related education and experience on the application. The examination process may include the following: application appraisal and oral board interview examination. The passing point for the oral board examination final score will be 70%. Note: Prior to appointment, candidate must pass a pre-employment physical, background check, driving record, drug screen, and fingerprinting. To file an application, go to: [www.calopps.org](http://www.calopps.org). Select "Member Agencies". Select "San Rafael". Follow this link to submit your application: <https://www.calopps.org/san-rafael/job-20104748>

**Reasonable Accommodation:** The City of San Rafael will make reasonable accommodations in the exam process to accommodate disabled applicants. If you have a disability for which you require an accommodation, please contact us at (415) 485-3474 before the test date. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position. Such accommodations must be requested by the applicant.