

CLASS SPECIFICATION
Senior Recreation Program Supervisor

FLSA Status: Exempt
Union Representation: Nonrepresented

GENERAL PURPOSE

Under general supervision, plans, coordinates, organizes, implements, promotes and evaluates the City's senior recreation-related programs, activities and services for City residents; plans, lays out, supervises and reviews the work of staff and contractors, and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

The Senior Recreation Program Supervisor is responsible for planning, organizing and directing the activities and operations of the Parks and Recreation Bureau's citywide recreation programming for senior citizens. The incumbent has full supervisory responsibilities for professional, support, part-time, instructors and staff and is responsible for developing, implementing and evaluating a wide variety of recreation programs and classes to meet the needs and interests of City residents. The incumbent must have demonstrated expertise in recreation program administration and is expected to develop and administer the City's senior recreation program with a high level of autonomy.

Senior Recreation Program Supervisor is distinguished from other recreation supervisors by the incumbent's recognized expertise in senior recreation programming and responsibilities for administering the City's senior recreation programs.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Any one position in this class may not perform all the duties listed below, nor do the listed examples of duties include all similar and related duties that may be assigned to this class.

1. Plans, supervises and evaluates the work of assigned staff; with staff, develops, implements and monitors work plans to achieve division mission, goals and performance measures; participates in developing and monitoring performance against the biennial division budget; supervises, participates in developing, recommends and implements plans, policies, systems and procedures applicable to unit responsibilities.
2. Plans and evaluates the performance of assigned staff and instructors; establishes performance requirements and personal development targets; regularly monitors performance and provides coaching for performance improvement and development; recommends merit increases and other rewards to recognize performance; recommends disciplinary action, up to and including termination, to address performance deficiencies, in accordance with the City Charter, Code, human resources policies and labor contract agreements, subject to director and City management concurrence.
3. Provides leadership and works with staff to create a high performance, service-oriented work environment that supports the City's and bureau's mission, objectives and service expectations; provides leadership and participates in programs and activities that promote workplace diversity and a positive employee relations environment.

4. Plans, organizes, integrates and oversees the City's senior recreation program development, implementation, administration and evaluation; conducts needs assessments and identifies appropriate education programs and activities to meet the needs of a diverse set of participants; oversees the quarterly multi-disciplinary Individual Service Plan for clients; develops and implements program schedules; researches new and innovative senior-related recreation programs and trends and adapts and introduces programs to meet community needs; evaluates program effectiveness and determines and initiates, terminates, improves or expands; oversees and monitors registration and fee collection processes; develops, implements and monitors the communication and enforcement of applicable City, bureau and program-specific policies, practices, procedures and rules, including those related to safety.
5. Analyzes, determines and addresses program staffing, equipment and supply needs; supervises and monitors procurement, distribution, care, use and maintenance of equipment, and supplies.
6. Makes public presentations to community organizations; researches, develops and submits funding proposals for specified programs; organizes and directs authorized fundraising activities for assigned programs.
7. Receives, investigates and resolves participant, staff, citizen, or contractor inquiries, concerns, complaints and problems.
8. Researches, identifies and develops marketing, publicity plans and strategies for senior recreation programs; oversees development and distribution of and writes and edits brochures, catalogs, flyers, mailers and other publicity materials for activities, events and programs.
9. Develops, maintains and updates financial, statistical and other program-specific data, reports, records and databases, including pertinent demographic data and administrative and registration records; develops and prepares written reports and correspondence.
10. Prepare annual budget submission information for senior supervisor and/or recreation manager.

OTHER DUTIES

1. Represents the City in various community, regional, national and professional meetings and with committees or organizations related to areas of responsibility.
2. Keeps abreast of current trends in field/s of responsibility by reviewing professional literature and participating in professional organizations.
3. Oversees the Senior Center Project, a program for seniors with developmental disabilities. The Senior Center Project provides appropriate integrated social and recreational opportunities, social skills development and assists participants in developing personalized leisure and recreational pursuits. Clients are placed in a community based Loaves and Fishes or senior center and provided with direct integration support.

MINIMUM QUALIFICATIONS

Knowledge of:

1. Theories, principles, standards, practices, information sources and trends in the field of senior recreation and education programming.

2. Principles and practices of needs assessment, program implementation and program evaluation appropriate to assigned programs including senior with development disability programs.
3. Applicable federal, state and local laws and regulations.
4. Safety management practices applicable to supervising participants in diverse recreational activities.
5. Types, uses and maintains specialized equipment, materials and supplies utilized in a senior leisure services recreation and education program.
6. Principles and practices of sound business communication.
7. Community resources and potential funding/sponsorship sources.
8. Basic marketing and public relations practices and techniques.
9. Principles and practices of public administration, including budgeting, purchasing and maintenance of public records.
10. Principles and practices of effective supervision.
11. City human resources policies and labor contract provisions.

Ability to:

1. Plan, develop, implement and evaluate a comprehensive senior leisure services program.
2. Organize, coach, supervise, train, motivate, counsel and provide effective leadership to staff.
3. Develop, implement and enforce program policies, procedures and processes.
4. Understand, interpret, explain and apply City, state, and federal laws applicable to areas of responsibility.
5. Operate a computer and utilize standard business software and other standard office equipment.
6. Organize work, set priorities and exercise sound independent judgment within City and bureau guidelines.
7. Represent the City and bureau effectively in all external contacts, including those with community groups, national organizations, other bureaus and the public.
8. Prepare clear, concise and complete documents, reports and correspondence.
9. Maintain complete and current records.
10. Communicate clearly and concisely, orally and in writing.
11. Respond sensitively to community, tenant and participant issues and concerns.

12. Establish and maintain effective working relationships with managers, employees, volunteers, participants,, representatives of other agencies, sponsors, tenants, the public and others contacted in the course of work.

Training and Experience:

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from a four-year college or university with major coursework in recreation, physical education or a closely related field; and at least four years of progressively responsible professional senior-related recreation experience, at least one of which was in a lead or supervisory capacity; or an equivalent combination of training and experience. Experience in a public agency is preferred.

Licenses; Certificates; Special Requirements:

A valid state driver's license.

PHYSICAL AND MENTAL DEMANDS

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depends, in part, on the specific requirements for the job, the limitations related to disability and the ability of the hiring bureau to accommodate the limitation.

Class History:

Adopted: 07-01-02 Class created as a result of Nonrepresented Classification & Compensation Study, 2000-2002.

June 2009 - Change Job Class number from 7820 to 30000754, due to system change.