

## RECREATION SUPERVISOR

NATURE OF WORK IN THIS CLASS:

This is technical and supervisory work involved in the direction, management, and supervision of a variety of recreation programs.

Employees in this class supervise a section within the Recreation Division.

ILLUSTRATIVE EXAMPLES OF WORK: (Any one position may not include all the duties listed, nor do the examples cover all the duties which may be performed.)

Supervises the work of subordinate employees performing island-wide, departmental or agency recreational and sports activities.

Advises, recommends, introduces and indoctrinates new program activities, materials, and equipment to subordinates.

Assesses available facilities, supplies and equipment; plans and carries out activities; demonstrates techniques, explains or teaches the rules of games or contest.

Participates in initiating promotional and publicity programs to stimulate public interest and participation.

Cooperates and establishes liaison with non-governmental recreational groups in promoting special recreational activities.

Analyzes and evaluates individual activity offering; estimates and justifies financial, staffing, facilities, and equipment requirements.

Assists in the preparation of budget request and other similar reports as requested.

Initiates requests for the procurement of needed recreational supplies, materials, and equipment.

Schedules the use and maintenance of athletic facilities and equipment.

Recommends new activities or changes in present activities to incorporate new ideas or techniques.

May prepare correspondence and a variety of other reports as required.

May direct and guide the work of volunteers or part-time help in carrying our recreation programs.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of a variety of recreational activities and game rules and sports.

Knowledge of the facilities and equipment needed in recreation programs and the proper arrangement of recreation areas.

Ability to plan, organize and coordinate a variety of recreation programs and activities.

Ability to supervise the work of others.

Ability to work effectively with the public and employees.

Ability to communicate effectively, orally and in writing.

Ability to maintain records and prepare reports.


Skill in the application of a variety of recreational activities.

MINIMUM EXPERIENCE AND TRAINING:

(A) Four years of experience in organizing or supervising recreation programs or activities and graduation from high school; or

(B) Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

Established: July 1980

  
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DAVID R. FLORES, Executive Director  
Civil Service Commission