

CLASS SPECIFICATION FOR
Recreation Night Location Supervisor

GENERAL STATEMENT OF DUTIES: Supervises temporary Recreation personnel within an assigned district; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: This is temporary, part-time work supervising part-time employees engaged in sports programs in one of three recreation districts. Work is performed under the general supervision of a Recreation Coordinator I or II. Work will require being on-call at assigned times.

EXAMPLES OF WORK (illustrative only):

- Supervises Recreation Instructors involved with year-round sports programs;
- Keeps records, makes reports;
- Observes necessary precautions to secure the safety of recreation participants and spectators and administers routine first aid in cases of minor injury;
- Tracks program supplies and materials, ensuring proper storage and safekeeping and ordering as needed to restock depletions;
- Assists with supervision of adult play at locations;
- Serves as a contact point for Recreation/Parks with youth associations;
- Handles emergency situations within the assigned district;
- Assigns Recreation Instructors to locations as needed;
- Serves as coordinator between the Recreation Programs Coordinator and Recreation Instructors;
- Instruct employees in proper procedures for recordkeeping, reports and securing of facility;
- Performs related work as assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES: Some knowledge of sports programs; ability to keep records and make reports; ability to supervise employees conducting sports programs; dependability; ability to establish and maintain good working relationships with employees, participants and the public; ability to communicate effectively orally and in writing.

MINIMUM EDUCATION AND EXPERIENCE: Possession of an associate's degree in recreation, physical education, or a related field and one (1) year of experience operating a recreational facility; OR, any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

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Revised 07/10/01
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This is a class specification and not an individualized job description. A class specification defines the general character and scope of duties and responsibilities of all positions in a job classification, but it is not intended to describe and does not necessarily list the essential job functions for a given position in a classification.