

PROGRAM SUPERVISOR

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

To coordinate and implement specialized community services activities such as adult and youth sports, aquatic programs, child care, daycamp, pre-school services, facility management, senior services, nutrition, health, transportation, education and special events; and to assist in program development.

DISTINGUISHING CHARACTERISTICS

This class is a program section supervisor, which has responsibility over a broad area of program activities, and provides professional planning and direction to para-professional, clerical and other employees performing program-supporting activities.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Recreation Director.

Exercises direct supervision over full-time, part-time and seasonal employees and volunteer staff.

ESSENTIAL FUNCTIONS STATEMENT

Essential responsibilities and duties may include, but are not limited to, the following:

Essential Functions:

Coordinate, promote, implement and evaluate aquatic, recreation, senior, adult, youth and children's activities and programs including nutrition, health, transportation, education and special events as assigned.

Organize and schedule program activities such as excursions, special events, athletics, child-care, pre-school, and City-wide programs focused on children, youth, and adults, including programs for senior citizens.

Recruit, train, supervise and evaluate employees and volunteers.

Monitor program compliance with laws, rules and regulations related to provision of services.

Direct and participate in fundraising efforts involving community networks and groups, resource development and community awareness.

Coordinate and, as needed, prepare program publicity, including news releases, flyers, pamphlets, and brochures.

Monitor the facility management program including scheduling, maintenance, staffing and activities.

Maintain awareness of new developments in program area of responsibility; incorporate as appropriate into programs.

Act as staff liaison to various boards, community groups, and commissions in the program area of responsibility.

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Essential Functions: (continued)

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Maintain close contact with community groups, outside organizations and, as applicable, school officials, regarding program offerings and coordination of services.

Schedule working hours for part-time and full-time staff, and assign staff to appropriate programs.

Participate in the development of the annual budget for assigned program areas; recommend the purchase of necessary equipment and supplies; monitor budget and expenditures.

Maintain records and develop reports concerning new or on-going programs and program effectiveness; maintain accurate and detailed records for registrations and fees collected.

Plan, implement, schedule, and evaluate special events and activities relating to the program assigned.

Marginal/Non-Essential Functions:

Facilitate and teach various educational, cultural classes and workshops, as required.

May participate in city-wide committees as assigned.

Perform related duties and responsibilities as required

QUALIFICATIONS

Knowledge of:

Procedures for developing and implementing a variety of community services activities and programs for all ages and abilities.

Program content for specialized community recreation, aquatic, child care, daycamp or senior activities.

Recreational, cultural, and social needs of the community.

Principles and practices of organization, administration, and personnel management.

Modern office practices, procedures, methods and equipment.

Facility maintenance requirements, including equipment, tools, chemicals and related supplies.

Ability to:

Coordinate, organize, and implement community services activities and specialized events.

Prepare and distribute publicity concerning new or on-going community programs.

Select, train, supervise, and evaluate full-time, part-time employees and volunteers.

Understand community needs in a variety of program areas and evaluate activities according to those needs.

Communicate clearly and concisely, both orally and in writing.

Monitor program compliance with related laws and regulations.

Operate power tools and equipment, depending on assignment.

Establish and maintain effective working relationships with those contacted in the course of work.

Operate programs within allocated budget.

Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Four years of experience (including one year supervising and directing programs) in the implementation of activities and programs in one or several for the following areas; recreation, aquatics, child care, or senior activities and programs.

Training:

Bachelor's degree or significant major course work towards a Bachelor's Degree from an accredited college or university with major work in recreation, human development, sociology, gerontology, public administration, or related field.

Licenses/Certificates/Other requirements

Possession of, or ability to obtain, an appropriate valid California driver's license.

Possession of, or ability to obtain special licensing or certification as required by assigned area of program activities. For aquatics programs, need lifeguarding/water safety instruction and first aid training.

PHYSICAL DEMANDS

Sitting:	Frequently to Constantly	Lifting:	
Standing:	Frequently	up to 10 lbs:	Occasionally
Walking:	Frequently to Constantly	11 to 25 lbs:	Occasionally
Bending:	Occasionally	26 to 50 lbs:	Occasionally
Crouching:	Occasionally	51 to 75 lbs:	Never
Stooping:	Occasionally	76 to 100 lbs:	Never
Kneeling:	Occasionally	100 + lbs:	Never
Crawling:	Occasionally	Carrying:	
Climbing:	Occasionally	up to 10 lbs:	Occasionally
Balancing:	Occasionally	11 to 25 lbs:	Occasionally
Running:	Occasionally	26 to 50 lbs:	Occasionally
Twisting:	Occasionally	51 to 75 lbs:	Never
Turning:	Occasionally	76 to 100 lbs:	Never
Jumping:	Occasionally	100 + lbs:	Never
Pushing/Pulling:			
up to 10 lbs:	Occasionally		
11 to 25 lbs:	Occasionally		
26 to 50 lbs:	Occasionally		
51 to 75 lbs:	Never		
76 to 100 lbs:	Never		
100 + lbs:	Never		
Grasping – firm:	Frequently		
Finger dexterity:	Frequently		
Reaching forward:	Frequently		
Reaching overhead:	Frequently		
Pinch grasp:	Frequently		
Grasp – light:	Frequently		
Coordination -	Eye-hand:	Frequently	
	Eye-hand-foot:	Frequently	
	Driving:	Occasionally	
Talking -	Face-to-face:	Constantly	
	Verbal contact:	Constantly	
	Public:	Constantly	
Vision -	Acuity far:	Required	
	Acuity, near:	Required	
	Depth perception:	Required	
	Field of vision:	Required	
	Accommodation:	Required	
	Color vision:	Required	

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PHYSICAL DEMANDS (continued)

Hearing	-	Conversation:	Constantly
		Telephone:	Constantly
		Earplugs:	Never

MENTAL REQUIREMENTS

Interpret instructions, Problems-standard, Detailed-uninvolved instructions, One or two-step instructions, Reading-simple, Writing-simple, Math skills-simple, Coordinating, Compiling, Mentoring, Negotiating, Instructing, Supervising, Diverting, Persuading, Speaking-signaling, Serving, Taking instructions-helping, Setting up, Driving-operation, Comprehend/follow instructions, Perform simple-repetitive tasks, Maintain work pace, Relate to other people, Influence other people, Perform varied-complex tasks, Generalizations/evaluations, Responsibility for direction.

WORK ENVIRONMENT

Exposure to: Indoors, Outdoors, Slippery/uneven surfaces, Using computer/computer monitor screen, Works around others, Works alone, Works with others.