

**CITY OF POMPANO BEACH
CLASS DESCRIPTION**

JOB CODE 950

RECREATION ACTIVITY SUPERVISOR

GENERAL

Technical work supervising and implementing organized and individual program activities. Work is performed under general supervision.

EXAMPLES OF ESSENTIAL DUTIES

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

Assists in planning and conducting organized sports programs or full utilization of recreation centers through recreation leaders, seasonal staff and volunteers.

Attends to administrative details involved in the operation of organized seasonal sports programs.

Oversees the use of recreation centers for group or individual activities and monitors programs. Plans and executes special events programming for holidays or specific community organizations.

Investigates full utilization of facilities with income potential. Recommends changes in programs, hours and fee structure.

Instructs individuals or groups in rules of games, skill development and safety.

Evaluates activities and staff supervised orally and in writing.

Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of the professional principles, methods and procedures of public recreational services and administration.

Ability to supervise and evaluate staff and activities. Ability to maintain effective work relationships with staff and the public served.

MINIMUM QUALIFICATIONS

Bachelor's degree in Recreation or closely related field. Experience in recreational program development and facility management.

A comparable amount of training and experience may be substituted for the minimum qualifications.

PHYSICAL REQUIREMENTS

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls. Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to a, personal computer, calculator, copier, and fax machine. Some standing, walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, and handling, pushing, and pulling.

SPECIAL REQUIREMENTS

Possession of a valid, appropriate driver's license and an acceptable driving record.

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Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.