



CITY OF HAWTHORNE
HUMAN RESOURCES DEPARTMENT
ASSISTANT RECREATION SUPERVISOR
Classification Specification

JOB SUMMARY

The Assistant Recreation Supervisor works under the Community Services Manager and/or designee. Under general direction, performs professional recreation work of supervisory level in the development and direction of a variety of recreation activities; assists in preparing city-wide programs; and does other related work as required. The Assistant Recreation Supervisor may work with many local groups. The Assistant Recreation Supervisor may supervise part-time recreation staff, seasonal employees, and volunteers, as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following is a list of typical duties assigned to the Assistant Recreation Supervisor. The duties included on this list are examples and are not intended to be all-inclusive or restrictive.

- Plan and supervise programs for use at a recreation center or large play area.
- Work with groups and community leaders in developing recreation programs.
- Coordinates recreation staff in the development and implementation of community recreation programs.
- Develop programs and conduct classes in a variety of fields including arts and crafts, sports and other recreation activities.
- Manage volunteer leaders in the Community Services area.
- Determine the material and equipment required for the recreation center.
- Issues written and oral instructions; assigns duties and examines work for exactness, neatness, and conformance to policies and procedures.
- Promotes interest and provides information regarding recreation programs to school officials, other recreation officials, community service groups, other City departments, and the general public.
- Prepare for publication a variety of brochures, calendar, flyers and related communications regarding recreation programs.
- Make purchasing arrangements as needed.
- Acts as consultant or supervisor for special programs.
- Assist in the scheduling of activities at the Community Center.
- May supervise swimming pool activities and personnel.
- Responds to public inquiries about recreation programs made by telephone, correspondence, or during public meetings.
- Performs a variety of miscellaneous duties such as answering phone, pick up

supplies needed for activities, conduct arts/crafts activities for children, make arrangements for rental and use of Recreation Building, setup table and chairs for classes, etc.

- Performs other related work as required.

MINIMUM QUALIFICATIONS

Education, Training & Experience

- Bachelor's Degree from an accredited college in Recreation, Physical Education or closely related field.
- Two (2) years of experience in the field of recreation.
- Two (2) year of experience working in a lead or supervisory capacity.

Licenses, Certificate and/or Special Requirements

- A valid California driver's license and the ability to maintain insurability under the City's vehicle insurance policy.
- First Aid and CPR certification.

Knowledge, Skills, and Abilities

- Knowledge of the basic philosophy of recreation, including individual and group behavior.
- Knowledge of supervisory techniques; recreational facilities, materials and equipment needed in a program.
- Knowledge of children and adult recreational and cultural programs.
- Knowledge of the equipment, facilities, operations and techniques used in a comprehensive aquatics program.
- Working knowledge of operation of modern office equipment, practices and
- Procedures.
- Working knowledge and ability to use various computer software programs, such as spreadsheets and word processing.
- Knowledge of First Aid and basic safety requirements and procedures.
- Ability to organize recreational activities and various youth and adult programs.
- Ability to perform basic mathematical computations
- Ability to communicate clearly and effectively, verbally and in writing.
- Ability to maintain accurate and detailed records
- Ability to effectively supervise or lead supporting staff.
- Ability to deal tactfully and courteously with participants,
- Ability to establish and maintain good public relations.
- Ability to establish and maintain cooperative working relationships with the general public and City staff.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee may frequently work outdoors and within an office setting. The noise level in the work environment is usually quiet while in the office, and moderately loud when in the field. The employee is frequently required to walk, stand, stoop, kneel and use arms, legs and back. The employee is required to use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORKING CONDITIONS

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually quiet while in the office, and moderately loud when in the field. Must submit to random drug testing in accordance with the City's drug and alcohol policy.

FLSA Status: Non-Exempt
Bargaining Unit: HMEA
Civil Service Status: Classified

Revised: April 2024, July 2024
CSC Approved: April 18, 2024, July 11, 2024