

**MONTGOMERY COUNTY
GOVERNMENT ROCKVILLE,
MARYLAND**

**Code No. 001012
Grade 23**

RECREATION SUPERVISOR

DEFINITION OF SERIES:

This occupational series includes classes that plan/develop programs communicate, promote, host, coordinate, facilitate, present or monitor and evaluate a variety of community and specialized recreational activities and programs in one or more focus areas, which include, but are not limited to, aquatics, sports, classes and camps.

DISTINGUISHING CHARACTERISTICS:

This is first-level supervisory/administrative recreation work directing the day-to-day activities of a major segment of an area or Countywide program.

MAJOR DUTIES:

Employees in this class plan, develop, and oversee recreational programs and activities and provides supervision over professional and part-time temporary employees engaged in implementing and maintaining recreational program. Of significance is the responsibility for day-to-day direction and administration of recreation programs through subordinate staff, providing assistance/support to an Area Director/Program Coordinator, and development and maintenance of working relationships within the department, outside agencies, community groups, and program participants.

EXAMPLES OF DUTIES: (Illustrative Only)

- Plans, develops, and supervises recreational programs and activities.
- Supervises, coaches, and evaluates full-time, part-time, and temporary employees.
- Recruits, trains, and supervises the use of volunteer recreation workers.
- Assists Area Director/Program Coordinator with administration of section.
- Advises and meets with civic associations, interested groups, and individuals concerning recreation programs.
- Reviews and evaluates program activities and implements change when required.
- Participates in preparation and monitoring of operating budget.
- Develops and approves promotional activities for programs and events.
- Maintains and evaluates programs and staff to assure program effectiveness.
- Plans, develops, coordinates, and implements staff training programs.
- Conducts staff meetings for personnel to discuss problems, programs, policies or procedures.
- Prepares or supervises preparation of special and regular reports.
- Assists in identifying goals and objectives.
- Discerns the need for area recreational and cultural activities, develops programs, and discusses and publicizes them through contacts with civic associations and other interested groups and individuals.

- Serves as acting Recreation Program Manager.
- May prepare grant proposals and applications.
- Performs related duties as required.

SUPERVISORY CONTROLS:

Work is performed under the general supervision of a Recreation Area Director or Recreation Program Coordinator. Considerable latitude is permitted for program development and implementation within general administrative policies and objectives. Work is reviewed through conferences, reports, and observations of results obtained.

SUPERVISION EXERCISED: Employees in this classification supervise other positions.

GUIDELINES:

Guidelines exist in the forms of Federal, Maryland and County regulations, policies and procedures, recreation principles, methods and techniques, and area-of-focus specifics such as adventure programming, challenge course usage, therapeutic recreation programs and services, child development principles, reasonable accommodation methods, diversity-inclusion factors, senior recreation, swimming and basketball. Although assignments are carried out in strict adherence to regulatory, facility use and process guidelines, the employee is expected to use discretion and mature judgment in developing high quality programming for various groups, facilitating/providing reasonable accommodation/inclusion, interacting with customers who have concerns or complaints, and prudently selecting from alternative solutions to obtain effective short- and long-term (probable) effects.

COMPLEXITY:

The complexity of the work is evidenced by the employee's responsibility for providing recreation programs to a diverse population. Increased citizen awareness and their requests for services must be balanced against the organization's mission and available resources.

SCOPE AND EFFECT:

The impact of properly performed work is realized by all citizens through a high-quality recreation program. Employees in this classification are considered emergency personnel and are required to report to work to assist in emergency situations.

CONTACTS:

Contacts include school officials, local and national organizations, sports associations, community organizations, media, and other government organizations for the purpose of coordinating and promoting programs and facility usage. Further contacts are with civic/youth organizations, program participants, health care providers, contractors, professional recreation organizations, and subordinate staff. The purpose of these contacts is for identifying and resolving problems, providing and exchanging information, coordinating services and to maintain awareness in professional trends and developments.

PUBLIC SERVICE /ASSISTANCE:

This class of work may entail some public service/assistance, but it is incidental to the primary focus of the work performed.

HAZARDS:

Depending on assignment, work includes moderate exposure to adverse weather, extreme temperatures, and exposure to dirt, fumes, unpleasant odors, hazardous chemicals and other potentially hazardous materials.

MINIMUM QUALIFICATIONS:

Experience: Four (4) years of related professional experience in the recreational field.

Education: Graduation from an accredited college or university with a Bachelor's Degree.

Substitution: An equivalent combination of education and experience may be substituted.

KNOWLEDGE, SKILLS AND ABILITIES:***Considerable Knowledge of:***

- The methods, techniques, materials, equipment, and safety precautions used in planning, promoting, and executing recreational programs.
- The recreational and leisure needs of children, youth, and adults.

Skill In:

- Utilizing community resources in the development of recreational programs.
- Communicating effectively, both orally and in writing.
- Supervising others.
- Using Microsoft Office Suite Applications i.e., Word, Excel and Access.

Ability to:

- Plan, to effectively organize, and to supervise the activities of both professional and paraprofessional recreational personnel.
- Develop and maintain effective working relationships with coworkers, volunteers, and other groups and individuals interested in recreation.
- Attend meetings or perform other assignments at locations outside the office, if necessary.
- Present and promote programs.
- Deal tactfully, effectively, and equitably with the public to build customer satisfaction.
- Conduct analytical studies and make recommendations concerning effectiveness and efficiency.

LICENSE:

- For positions assigned to Aquatics, possession of a Montgomery County Pool Operators License.
- Possession and maintenance at all times of a valid Class "C" (or equivalent) driver's license from the applicant's state of residence when required for job related duties. **Note:** There will be no substitutions for this section.

Work Environment:

Work is performed in an office, recreational facility, driving and outdoor environments. Hours vary and may include working evening, nights, weekends and holidays.

Physical Demands:

The work requires some walking, standing, bending, or carrying of light items.

PROBATIONARY PERIOD:

Individuals appointed to a position in this class will be required to serve a probationary period of twelve (12) months and, if promoted to a position in this class, will be required to serve a probationary period of six (6) months. Performance will be carefully evaluated during the probationary period. Continuation in this class will be contingent upon successful completion of the probationary period.

BARGAINING STATUS: Positions assigned to this class are normally unrepresented.

MEDICAL EXAM PROTOCOL: Medical History Review.

PROMOTION POTENTIAL: Employee who meets competencies of a Management Leadership Service class may be competitively promoted to that class.

CLASS SPECIFICATION HISTORY:

Class Established: January 1974

Revised: October 1978

August 1984

November 1992 (M)

October 2003 (M)

April 2004 (M)

October 2010

August 2013

September 2014

October 2014

September 2019 (M)

Revised (minimum qualifications): September 2023

Formerly Titled: "Recreation Supervisor II"