Recreation Supervisor

University of California, Los Angeles
August, 1977

Class Specifications - A.10
Principal Recreation Supervisor - 4001
Senior Recreation Supervisor - 4002
Recreation Supervisor - 4003
Assistant Recreation Supervisor - 4004

SERIES CONCEPT

Recreation Supervisors plan, implement, and direct a program of recreational activities in one or more campus recreational facilities and perform other related duties as required.

Incumbents typically plan, organize, and supervise recreational programs that include but are not limited to activities such as swimming, water ballet, skin diving, water polo, diving, soccer, volleyball, gymnastics, wrestling, badminton, football, tennis, basketball, table tennis, martial arts, sailing, golf, track, softball, arts and crafts, canoeing, camping, skiing, cycling, backpacking, hiking and nature study, and related cultural activities; supervise lower level recreational, clerical, and maintenance personnel involved in the implementation of recreational programs; schedule the use of recreational facilities and ensure their proper use; advise and assist individuals and groups in the use of recreational facilities; and supervise the receiving, storing, issuing, and maintaining of sports and recreational equipment. Incumbents in addition are assigned responsibility for the leadership of participants, both individuals and groups, including students, faculty, staff, and members of the public in a variety of social, cultural, and physical activities.

Incumbents may perform public relations activities on behalf of selected recreational programs; may maintain files and records and prepare reports as required; and may assist in the preparation of budget recommendations.

The Recreation Supervisor series consists of four levels, with the distinction between levels based on the scope and complexity of the recreational program, the degree of involvement in program planning, and the degree of supervision exercised.

CLASS CONCEPTS

Principal Recreation Supervisor

Under direction, incumbents are assigned responsibility for directing major recreational programs that offer a wide variety of recreational activities. Incumbents typically develop, manage, and direct an extensive recreational program of campus-wide scope and complexity; develop, manage and direct a campus intramural program; supervise and evaluate the performance of Recreation Supervisors and other recreational, clerical, and maintenance personnel; coordinate activities with other campus and outside recreational agencies; schedule the use of facilities and determine changes; supervise the collection of fees; and make budget recommendations as necessary.

Incumbents are assigned responsibility for all supplies and equipment used in the implementation of major recreational programs, for the development of public relation programs related to the planning and development of recreation programs, and for the preparation of evaluation reports regarding the effectiveness of recreation programs offered.

This class is distinguished from the Senior Recreation Supervisor class by the independent responsibility for the development and management of an extensive recreation program offering activities in a wide variety of recreational and cultural areas.
**Senior Recreation Supervisor**

Under general supervision, incumbents are assigned responsibility for directing recreational programs that are of lesser scope and complexity than those found at the principal level or may act as principal assistants to higher level Recreation Supervisors in the planning and implementation of a major recreational program. Incumbents plan, organize, and supervise recreational activities in areas such as Men's Intramural Sports, Women's Intramural Sports, Coeducational Intramural Sports, and Campus Clubs; plan, organize, and supervise recreational activities at campus recreation centers; hire, train, supervise, and evaluate the performance of Recreation Supervisors and other recreational, clerical, and maintenance personnel; advise and assist individuals and groups with problems related to scheduled social and recreational activities; enforce University rules and regulations as necessary; schedule the use of facilities within areas of assigned responsibilities; make budget recommendations; conduct or assist in conducting appropriate public relations programs; and maintain files and records and prepare reports as required.

This class is distinguished from the Recreation Supervisor class by the responsibility for developing programs to meet specific campus recreational and cultural needs.

**Recreation Supervisor**

Under general supervision, incumbents are assigned responsibility for implementing specific areas of a campus recreational program and/or assisting higher level Recreation Supervisors in planning, organizing and directing a major campus recreational program. Incumbents in addition perform the range of duties outlined in the Series Concept. This is the operational level of the series.

This class is distinguished from the Assistant Recreation Supervisor class by the degree of independent responsibility for the implementation and coordination of a variety of recreational and cultural activities.

**Assistant Recreation Supervisor**

Under supervision, incumbents are assigned responsibility for implementing specific areas of a campus recreational program. Incumbents perform the majority of duties described in the Series Concept, working within established policy and procedural guidelines and have limited authority to interpret and enforce University rules and regulations. This is the entry level in the professional series; however, positions may be assigned to this level on a continuing basis.

**MINIMUM QUALIFICATIONS**

**Principal Recreation Supervisor**

Graduation from college with a major in recreation or physical education or a related field and three years of professional recreational experience; or an equivalent combination of education and experience; and knowledges and abilities essential to the successful performance of the duties assigned to the position.

**Senior Recreation Supervisor**

Graduation from college with a major in recreation or physical education or a related field and two years of professional recreational experience; or an equivalent combination of education and experience; and knowledges and abilities essential to the successful performance of the duties assigned to the position.
Recreation Supervisor

Graduation from college with a major in recreation or physical education or a related field and one year of professional recreational experience; or an equivalent combination of education and experience; and knowledges and abilities essential to the successful performance of the duties assigned to the position.

Assistant Recreation Supervisor

Graduation from college with a major in recreation or physical education or a related field; or an equivalent combination of education and experience; and knowledges and abilities essential to the successful performance of the duties assigned to the position.

Note: A Master's degree in a related field may be substituted for one year of the required experience.