

July 1, 1999

CLASS SPECIFICATION

SAN DIEGO CITY CIVIL SERVICE COMMISSION

RECREATION CENTER DIRECTOR I

DEFINITION:

Under direction, to plan, organize, and supervise a limited range of recreation activities and programs at a small recreation or athletic facility; to provide direct program leadership; and to perform related work.

* EXAMPLES OF DUTIES:

- Initiates, develops, implements, and directs recreation activities to meet neighborhood interests and needs;
- Provides face-to-face program leadership in athletic, arts and crafts, tiny tots, social, cultural, senior citizens', and other activities;
- Administers contractual recreation programs;
- Plans, organizes, and supervises special recreation events;
- Provides information to the general public and community groups and organizations on programs and activities;
- Prepares material for publicizing recreation activities;
- Prepares program submittals and evaluations;
- Coordinates with and attends meetings of recreation councils;
- Ensures the proper maintenance and security of the facility;
- Prepares a variety of reports;
- Supervises a small subprofessional staff and plans work schedules, makes work assignments, provides training, deals with disciplinary problems, and evaluates and rates their work performance.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Announcement for updated minimum qualifications.

A Bachelor's degree in Recreation or a related field; **OR** a Bachelor's degree in any other field or equivalent education (i.e., minimum completed units equal to 120 semester/180 quarter), **AND** six months of professional recreation experience at a community center, playground or recreation facility which must include planning, directing and implementing a variety of recreation programs and special events (6 months = 900 hours). Additional qualifying experience may be substituted for the required education on a year-for-year basis.

- * **EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.