

RECREATION SUPERVISOR

DISTINGUISHING FEATURES OF THE CLASS:

This is an administrative position having responsibility for the general oversight of a community recreation program to insure optimum and equitable use of community recreation facilities. Where the program is limited in scope, the Recreation Supervisor may spend a large percentage of time directing specific programs or activities. This work is performed under the general direction of the municipal legislative body, the municipal chief executive, or local committees, with wide latitude permitted for the exercise of independent judgment. Supervision may be exercised over subordinate recreation personnel.

TYPICAL WORK ACTIVITIES:

Typical work activities for incumbents in this title include those listed below in addition to those typical work activities performed by lower level titles in the series. They are indicative of the level and types of activities performed by incumbents in this title. It is not meant to be all-inclusive and does not preclude a supervisor from assigning activities not listed which could reasonably be expected to be performed by an employee in this title.

1. Plans, organizes, coordinates and monitors the community recreation program;
2. Conducts studies of the community recreation program needs and services;
3. Recommends improvements in equipment, personnel, activities and facilities;
4. Makes recommendations to the Town Board regarding budget appropriations;
5. May recruit, select and train subordinate recreation personnel and volunteers;
6. May monitor and coordinate activities of independent recreation groups and leagues;
7. Acts as liaison to the Recreation Committee and the Town Board;
8. May represent the Recreation Committee at meetings on local, county and state levels.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of the theory and practices governing the administration of a community recreation program;
Knowledge of the equipment, personnel, activities and facilities necessary to carry out a community recreation program;

Ability to develop practical and imaginative solutions to a variety of issues dealing with a community recreation program;

Ability to promote, organize and carry out recreation activities;

Knowledge of existing community recreation programs and opportunities available to the community served;

Ability to plan and supervise the work of others;

Ability to communicate effectively, both orally and in writing;

Ability to establish satisfactory contacts with all segments of the community;

Personal characteristics necessary to perform the duties of this position;

Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a high school equivalency diploma and:

EITHER: (A) Bachelor's degree;

OR: (B) Four (4) years full time work experience in planning, conducting, and/or directing recreation activities, two (2) years of which must be in a supervisory or administrative capacity;

OR: (C) Any equivalent combination of education, training and experience within the limits of (A) and (B) above.

NOTE:

1. Volunteer experience on a municipal recreation committee may be substituted for the work experience; time served as chairman on a municipal recreation committee will be considered for the administrative experience.

RECREATION SUPERVISOR (Cont'd)

SPECIAL REQUIREMENT:

1. Possession of a valid Driver License to operate a motor vehicle in New York State at time of application and to maintain position.
2. An appointing authority may require possession of a valid CPR/BLS, AED and/or First Aid certification at time of application and to maintain position.

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