

## **RECREATION SUPERINTENDENT**

### **DISTINGUISHING FEATURES OF THE CLASS:**

This is an important administrative position involving responsibility for planning, directing and coordinating the activities of a community recreation program to insure optimum and equitable use of community recreation facilities. Where the program is limited in scope, the Recreation Superintendent may spend a large percentage of time directing specific programs or activities. Work is performed under the general direction of the City Manager with wide latitude permitted for the exercise of independent judgment. Supervision will be exercised over subordinate recreation personnel.

### **TYPICAL WORK ACTIVITIES:**

1. Organizes, schedules and directs community recreational activities and leagues in areas such as swimming, tennis, basketball, baseball, softball, arts and crafts;
2. Conducts studies of community recreation needs and services;
3. Recommends improvements in programs, facilities and equipment;
4. Recruits, selects and trains recreation instructors, counselors, assistants and volunteers;
5. Prepares and manages the recreation budget, purchases necessary supplies and equipment and may assume responsibility for recreation fund raising activities;
6. Directs the maintenance activities at recreation facilities;
7. Prepares the annual report, writes regular news releases, holds public information meetings and handles all matters related to publicity;
8. May monitor and coordinate activities of independent recreation groups and leagues;
9. Represents the Recreation Commission at meetings on the local, County and State levels;
10. Does related work as required.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES:**

Thorough knowledge of the principles and practices of recreation administration; thorough knowledge of the equipment, personnel, activities and facilities necessary to carry out a modern community recreation program; ability to devise practical and imaginative solutions to a variety of problems dealing with community recreation; ability to plan and supervise the work of others; ability to express oneself clearly and effectively both orally and in writing; ability to establish satisfactory contacts with all segments of the community; initiative; resourcefulness; tact; courtesy; good judgment; physical condition commensurate with the demands of the position.

**RECREATION SUPERINTENDENT** (Cont'd)

**MINIMUM QUALIFICATIONS:**

Graduation from high school or high school equivalency and:

- EITHER:       (A)     Completion of a Master's degree program in recreation administration, physical education or similarly related field AND one (1) year of responsible supervisory or administrative experience in recreation programs;
- OR:             (B)     Graduation from a regionally accredited or New York State registered four-year college or university with a Bachelor's degree in any field AND two (2) years of experience indicated in (A);
- OR:             (C)     Six (6) years experience in planning, conducting, and/or directing recreation activities, two (2) years of which must be in a supervisory or administrative capacity;
- OR:             (D)     Any equivalent combination of the training and experience indicated in (A) or (B) or (C) above.

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                  09/17/82