

RECREATION SUPERVISOR

DISTINGUISHING FEATURES OF THE CLASS: A Recreation Supervisor is responsible for planning, organizing and administering all aspects of a recreation program for a town or village. The position involves public contact to promote support and understanding of department programs and to attract members of the community willing to commit their services. Work is performed under general supervision with wide leeway in the use of independent judgment. Work is performed under the general supervision of the Recreation Commission or the Town or Village Board. Supervision may be exercised over the work of clerical staff; general direction is exercised over volunteers. Does related duties as required.

TYPICAL WORK ACTIVITIES:

Administers the recreation program for a specific municipality;
Plans, organizes, promotes and directs recreation activities and events;
Publicizes the activities of the recreation program;
Represents the recreation program at meetings with community organizations;
Oversees program participants and/or volunteers involved in activities, providing assistance as needed;
Prepares and presents reports regarding the needs of the program and effectiveness of services provided;
Maintains order, ensures safety, and enforces rules and regulations;
Assigns courts and other facilities;
Makes arrangements for socials, dances, tournaments, special events, story-telling sessions, dramatics, parties, etc. ;
Keeps records of attendance, activities, equipment, etc. ;
Manages the collection of funds for program activities;
May distribute and collect equipment;
May assist with the officiating at athletic events;
May chaperone trips and other group activities and function in a leadership role for programs or activities;
May assist in the instruction of children in games, sports, arts and crafts, dancing, singing, dramatics, etc. ;
May supervise the children's games and maintain order;
May perform routine custodial and maintenance tasks;
May maintain and prepare courts, fields, facilities, etc. ;
May coordinate or assist with the maintenance of facilities and equipment;
May operate power mowers and other ground equipment.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Good knowledge of the principles and practices involved in administering a town or village recreation program;
- Good knowledge of the recreation needs of the community;
- Good knowledge of the principles and practices of supervision;
- Working knowledge of the dynamics of effective volunteer programming;
- Ability to recruit, train and coordinate volunteers;
- Ability to establish and maintain effective working relationships with members of the local community, parents, participants and volunteers;
- Ability to initiate programs to assure the optimum use of volunteers;
- Ability to speak effectively in public to groups and to the media;
- Ability to plan, organize and promote a variety of recreation activities;
- Working knowledge of the principles and practices of budgeting;
- Ability to assess program needs and accomplish goals within the available resources;
- Ability to communicate effectively, both orally and in writing;
- Good problem solving skills, tact, courtesy and good judgment.

MINIMUM QUALIFICATIONS:

- a) Completion of two years (60 semester hours) of study in a regionally accredited or New York State registered college; or
- b) Graduation from high school or possession of a high school equivalency diploma and two years of full-time paid experience or the equivalent pro-rated part-time and/or verifiable volunteer experience coordinating, coaching or teaching organized sports, recreation, theatre, dance, music, art or similar activities; or
- c) An equivalent combination of training and experience as indicated between the limits of a) and b).

Note: Volunteer and part-time experience will be pro-rated:

8-15 hours/week:	.25
16-23 hours/week:	.50
24-31 hours/week:	.75
32+ hours/week:	1.00