

## RECREATION SUPERVISOR - SENIOR CITIZENS

GENERAL STATEMENT OF DUTIES: Plans, organizes, coordinates and implements recreation program activities for senior citizens; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, the employee in this class is responsible for planning, organizing, coordinating and implementing recreation activities in the municipality's senior citizen program. The Recreation Supervisor-Senior Citizens is responsible for providing program services that will meet the recreational and health needs of the participants. Supervision may be exercised over subordinate personnel.

### EXAMPLES OF WORK: (Illustrative Only)

Supervises, plans, directs, coordinates and implements activities to meet the specific needs, interests, and abilities of the elderly;

Assists and instructs older persons in learning new skills for enrichment and self-expression in the arts, music, drama, language, dance, crafts, games, current events, adult education, etc.;

Assists in the preparation of budget estimates for senior citizen program (i.e. personnel, equipment, supplies, facilities, etc.);

Compiles, maintains and reviews records and statistics regarding the program;

Assists elderly in maintaining good physical health through programs of exercise, nutrition and medical and dental care;

Keeps participants in the program informed about changes in the community;

Provides public information regarding the senior citizens program;

Organizes, plans and directs special events for the elderly (i.e. trips, bazaars, outings, etc.);

Supervises the work of a subordinate staff (of varying size - part-time and full-time);

May interact with other senior citizen program staff to determine the need for supportive services including outreach, transportation, information and referral;

May use computer applications such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of the organization and conduct of several types of recreational activities with emphasis upon the organization of those types of activities suited to the elderly (i.e. arts, drama, music, dance, crafts, outings, trips, special events, etc.); good knowledge of those local and County agencies providing services to the elderly; ability to stimulate and hold the interest of participants in both individual and group activities; ability to secure cooperation; ability to prepare written material; ability to plan and supervise the work of others; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software; thorough knowledge of first aid; ability to assume a position of leadership; willingness and the capacity to understand the problems of the elderly; patience; tact; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Graduation from high school or possession of a high school equivalency diploma and either: (a) a Bachelor's Degree\* in Recreation, Therapeutic Recreation or Physical Education and one (1) year of paid experience in the conduct of recreation activities or services; or (b) a Master's Degree\* in Recreation, Therapeutic Recreation or Physical Education; or (c) a Bachelor's Degree\* or a Master's Degree\* in a closely related or allied field such as Gerontology, Leisure Studies or other recreational degrees conferred by programs certified by the National Council On Accreditation and three (3) years paid experience in the conduct of recreational activities or services; or (d) possession of a current Certified Park and Recreation Professional or Certified Leisure Professional or Certified Therapeutic Recreation Specialist status conferred by the National Recreation and Park Association or one of its authorized and recognized affiliates and one (1) year of paid experience in the conduct of recreation activities or services; or (e) a satisfactory equivalent combination of the foregoing training and experience.

Note: Credits completed toward the specified Master's Degree\* may be substituted on a month for month basis for experience in the conduct of recreation activities. (30 credits = one year.)

\*Special Note: Education beyond the Secondary level must be from an institution accredited or recognized by the Board of Regents of the New York State Education Department as a post secondary degree granting organization or from the National Council on Accreditation.