

## RECREATION SUPERVISOR

GENERAL STATEMENT OF DUTIES: Responsible for the organization and administration of recreation services, activities and programs for a major segment(s) of the total recreation program for the municipality; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Under the general supervision of the Superintendent of Recreation or a higher level administrator, the incumbent in this class has specific responsibility for the planning, promotion, development, organization, training, coordination and supervision of one or more major segments of the recreation and/or parks program. This includes responsibility for agency-wide recreation programs and operations in specified localities, in a specialty activity, or, for operating services of a general type, i.e., playgrounds, recreation centers, mobile recreation units, roving leaders, or counseling services, outdoor recreation, special population groups, athletics and sports, aquatics, arts and crafts, cultural arts, drama, dance, etc. with reference to their general scope and to specific applications. A Recreation Supervisor may be expected to spend some time in a leadership role for particular programs and activities. Supervision, either direct or general, may be exercised over subordinate professional, paraprofessional, clerical and seasonal personnel.

### EXAMPLES OF WORK: (Illustrative Only)

Plans, develops, implements and promotes a specialized activity phase of recreation on a community-wide basis;

Administers a major segment/facility of the municipal recreation program;

Plans, organizes, promotes and directs specific recreation activities and specific events;

Assists in the administration and organization of the total comprehensive recreation program;

Supervises, trains and evaluates subordinate staff personnel;

Supervises and assists with the maintenance of facilities and equipment;

Prepares publicity/promotions for assigned portion of the program;

Represents the Department at meetings with other community organizations;

Prepares special reports for the Superintendent regarding needs and effectiveness of services in assigned area;

Organizes the program of and directs a recreation center;

May use computer applications software in the performance of the job;

Acts as a Sports Official when needed.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of the theory, principles, practices and objectives of public recreation; good knowledge of the purpose, use and benefit of sports, games, arts and crafts, dramatics, dancing, music and other activities in a municipal recreation program; familiarity with the methods and procedures involved in public agency administration and personnel practices, interviewing and employment procedures; familiarity with planning and equipping recreation facilities and areas; familiarity with community organizations; ability to plan, organize and promote recreation activities/ programs; ability to assess resources and facilities realistically; ability to supervise subordinate professional and non-professional personnel; ability to lay out and plan the work of others; ability to communicate effectively, both orally and in writing; ability to use computer applications software; ability to exercise professional judgment in problem-solving and evaluation; ability to work with others and guide subordinate personnel; creativity; reliability; physical condition commensurate with the duties of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Either: (a) graduation from a recognized college or university with a Bachelor's Degree\* in Recreation, Parks, or Physical Education and one (1) year paid experience in the conduct of recreation activities or operating recreation facilities; or (b) a Master's Degree\* in Recreation, Parks or Physical Education, or (c) a Bachelor's Degree\* in a closely related or allied field (i.e., sports management, leisure studies, therapeutic recreation, or other recreational degrees) and three (3) years paid experience in the conduct of recreation activities or operating recreation facilities; or (d) possession of current Certified Park and Recreation Professional or Certified Leisure Professional status conferred by the National Recreation and Park Association or one of its authorized and recognized affiliates and one (1) year of paid experience as in (a) above; 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 or operating recreation facilities. (30 credits = 1 year).

\* Education beyond the secondary 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 the degree program must be accredited or recognized by the National Council on Accreditation.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS:

In accordance with the Safe Schools Against Violence in Education (SAVE) legislation, Chapter 180 of the Laws of 2000, and by the Regulations of the Commissioner of Education, candidates for appointment in school districts must obtain clearance for employment from the State Education Department prior to employment based upon a fingerprint and criminal history background check.

Towns, Villages,  
Cities of Rye & Peekskill  
School Districts  
J. C.: Competitive

Job Class Code: 0265  
S265