

## RECREATION SUPERVISOR

DISTINGUISHING FEATURES OF THE CLASS: Work involves organization and administration of recreation services in a town, specifically planning, organizing, staffing and supervising major segments of recreation programs such as athletics and sports programs, summer camp programs, pre-school and after-school programs, arts programs, classes, etc. Additionally, a Recreation Supervisor oversees and manages marketing and outreach to the community relative to recreation programs and services. May be required to provide direct leadership for particular programs and activities. Work is performed under general supervision of a higher level administrator in larger recreation organizations, or of the Recreation Commission or Town Board in smaller agencies. Supervision, either direct or general, may be exercised over subordinate level personnel. Performs related work as required.

### TYPICAL WORK ACTIVITIES: (Illustrative only)

Works closely with town authorities in planning for comprehensive recreation programming and administration;  
Provides overall administration and supervision for assigned recreation programs, including implementing and balancing budgets for assigned programs;  
Plans, organizes, promotes and directs specific recreation activities and specific events;  
Recruits, interviews and hires recreation program staff;  
Trains, supervises, and evaluates subordinate staff;  
Manages and oversees registration processes and personal information data collection and maintenance;  
Provides management and supervision relative to the maintenance of facilities and equipment;  
Manages and maintains supply and equipment inventory, including overseeing ordering as needed;  
Plans and oversees implementation of publicity, outreach and marketing for recreation programs and services;  
Prepares press releases;  
Manages contracts and agreements with independent providers for special services and programs;  
Represents the department at meetings with other community organizations;  
Prepares special reports for administrator/commission regarding needs and effectiveness of services provided;  
May research appropriate grants and write and manage grant applications;  
Performs a variety of related activities as required.

*Typical Work Activities are intended only as illustrations of possible types of work that might be appropriately assigned to an incumbent of this title. Work activities that do not appear above are not excluded as appropriate work assignments, as long as they can be reasonably understood to be within the logical limits of the job.*

RECREATION SUPERVISOR (cont'd)

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of recreation administration theory, principles and practices; good knowledge of activities and problems relating to community recreation programs and facilities; ability to plan, organize and properly equip recreation programs and facilities; ability to effectively use computers; ability to plan, direct and supervise the work of others; ability to communicate effectively with groups and individuals, both orally and in writing; ability to establish and maintain effective and professional working relationships with a variety of people including children and teenagers; ability to exercise professional judgment in problem-solving and evaluation.

MINIMUM QUALIFICATIONS: Either

- a) Master's degree in recreation, teaching or related field, or
- b) Bachelor's degree in recreation, teaching or related field and one (1) year of experience in administration of recreational, cultural or educational enrichment services and/or programs; or
- c) Bachelor's degree and two (2) years of experience in administration of recreational, cultural or educational enrichment service and/or programs; or
- d) An equivalent combination of training and experience as indicated in a), b) and c) above.

SUBSTITUTION NOTES:

1. Teaching experience may be substituted for the above required programs administration experience on a year for year basis.
2. Seasonal experience in a position involving recreation, youth and/or park service programs administration may be substituted for full time experience on the basis of four (4) seasons to one (1) full time year.

PLEASE NOTE: Education beyond the secondary level must be from an institution accredited or recognized by the Board of Regents of the New York State Department of Education as a post secondary, degree-granting institution.