

RECREATION SUPERVISOR

Code No.: 6-18-006
COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This is a professional recreation position responsible for planning, organizing and supervising one or more specific program at a recreation facility. The employee reports directly to, and works under, the general supervision of a Recreation Director or other higher-level staff member. General supervision is exercised over recreation staff such as Recreation Leaders and Recreation Assistants. Does related work as required.

TYPICAL WORK ACTIVITIES: (All need not be performed in a given position. Other related duties may be performed although not listed)

Directs and supervises a balanced recreation program at a community facility;

Supervises and participates in the planning of recreation programs;

Supervises a variety of recreational activities, including athletics, arts and crafts, ceramics, table and board games, special events, tournaments, senior citizen programs and cultural programs;

Assigns and supervises recreation staff and part-time, seasonal, and volunteer workers;

Coaches and officiates at team sports and games;

Supervises the distribution, control and requisitioning of equipment and supplies;

Prepares publicity for assigned portion of the program;

Compiles a daily record of facility activities and prepares basic oral and written reports;

Assists in basic budget preparation;

Administers basic first aid as needed.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of recreation theory and practices; good knowledge of a variety of games, sports and other recreational activities and hobbies; good knowledge of record keeping techniques; working knowledge of the techniques of recreation program planning; working knowledge of supervisory practices; working knowledge of safety procedures; ability to plan, organize and direct the work of others; ability to promote recreation activities; ability to plan and conduct a balanced recreation program for a community facility; ability to communicate orally and in writing; ability to administer basic first aid; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma, plus EITHER:

- (A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in Recreation, Parks and Recreation, Recreation and Leisure, or a closely related field; OR,
- (B) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree, plus one (1) year paid or volunteer* full-time or its part-time equivalent experience in recreation or related activities,** OR,
- (C) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree in Recreation, Parks and Recreation, Recreation and Leisure, or a closely related field, plus two (2) years paid or volunteer* full-time or its part-time equivalent experience in recreation

or related activities**, OR,

- (D) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree, plus three (3) years paid or volunteer* full-time or its part-time equivalent experience in recreation or related activities**, OR
- (E) Four (4) years paid or volunteer* full-time or its part-time equivalent experience in recreation or related activities**, OR,
- (F) An equivalent combination of education and experience as defined by the limits of (A), (B), (C), (D) and (E) above.

NOTE: A Bachelor's degree in fields other than those listed in (A) will not be considered as an acceptable substitute for the required one (1) year of work experience.

*Volunteer experience must be documented by the participating agency. Employment dates, average number of hours worked per week, and job duties must be included.

**Employment as a program director or instructor of physical education, music, studio arts, dance, dramatics, or similar activities will be considered as a related activity.

SPECIAL REQUIREMENT: If you are appointed, you will be required to have a license to operate a vehicle in New York State or otherwise demonstrate your capacity to meet the transportation needs of the position.

ADOPTED: July 21, 1977
REVISED: August 30, 1984
REVISED: January 18, 1990
REVISED: January 9, 2014