

POOL-RECREATION SUPERVISOR

Code No.: 6-18-010
COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This is a professional recreation position involving responsibility for planning, organizing and supervising one or more specific programs at a community pool and recreation facility. The employee reports directly to and works under the general supervision of an administrator. Direct supervision is exercised over Lifeguards and other subordinate staff such as Recreation Assistants and Attendants. 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 pool facility;

Assesses needs of the community regarding pool recreational activities;

Develops and supervises pool recreation programs;

Hires, trains and supervises pool recreation staff in implementing and conducting the pool recreational programs;

Manages the marketing aspect of the community pool and prepares publicity for recreational activities;

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

Assists in budget preparation and monitors budget of the pool recreation programs;

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

Supervises additional recreational activities, including athletics, arts and crafts, ceramics, table and board games, special events, tournaments, senior citizen programs and cultural programs and coaches and officiates at team sports and games;

Administers 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 especially as they relate to pool recreation activities; good knowledge of record keeping techniques; working knowledge of the techniques of pool recreation program planning; working knowledge of supervisory practices; working knowledge of safety procedures; working knowledge of lifeguard training; ability to plan, organize and direct the work of others; ability to promote pool recreation and recreation activities; ability to plan and conduct a balanced pool recreation program for a community pool facility; ability to prepare basic oral and written reports; ability to administer 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; OR,
- (B) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree, plus one (1) year of paid full-time or its part-time/volunteer 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, plus two (2) years of paid full-time or its part-time/volunteer 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 of paid full-time or its part-time/volunteer equivalent experience in recreation or related activities,* OR
- (E) Four (4) years of paid full-time or its part-time/volunteer equivalent experience in recreation or related activities,* OR,
- (F) Any equivalent combination of training 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.

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

SPECIAL REQUIREMENT: Current possession of a:

Lifeguard Training (including First Aid) certificate from a certifying agency (such as the American Red Cross) acceptable to the State Health Commissioner and an

American Red Cross CPR for the Professional Rescuer certificate.

Employees must keep above certificates current throughout employment.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS AND BOCES:

Per Chapter 180 of the Laws of 2000, and by Regulations of the Commissioner of Education, to be employed in a position designated by a school district or BOCES as involving direct contact with students, a clearance for employment from the State Education Department is required.

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

ADOPTED: March 6, 2003