

RECREATION SUPERVISOR

Department: Parks Recreation and Cultural Affairs

Classification: Competitive

Specification Number: 2380

Approved: 5/6/22

Revised: By JG

MINIMUM QUALIFICATIONS

OPEN COMPETITIVE

Either:

- a) Graduation from a New York State or Regionally accredited college or university with a Bachelor's Degree, and one (1) year of experience in the supervision of a recreation program; or,
- b) Graduation from a standard senior high school and five (5) years of experience in the supervision of a recreation program; or,
- c) An equivalent combination of the above education and experience as defined by the limits of a) and b).

PROMOTIONAL

- a) One (1) year of permanent competitive status as Recreation Center Manager; or,
- b) Two (2) years of permanent competitive status as a Senior Recreation Leader, or Assistant Recreation Center Manager; or,
- c) Three (3) years of permanent competitive status as a Recreation Leader.

DISTINGUISHING FEATURES OF THE CLASS

An employee in this title is responsible for the supervision of one or more major phases of a recreational program. The incumbent devises and conducts the recreational activities for specific phases of a recreation program, and is required to possess a thorough technical knowledge of the activities which the incumbent supervises. Work is performed under the general direction of assigned supervisory personnel, and is reviewed through conferences, consultations and observation for adherence to departmental policies and procedures. Direct supervision is exercised over recreation department personnel. Does related work as required.

TYPICAL WORK ACTIVITIES

- Organizes and directs a variety of recreational activities in a recreation program which includes pre-school, youth, adult and senior citizen's programs;
- Enforces safety rules and regulations at the recreation facility;
- Supervises the training and conduct of recreation department personnel;
- Instructs participants in one or more specialized fields of activities;
- Assigns umpires and referees; acts as a sport official when necessary;
- Issues and repairs equipment and supplies;
- Submits periodic reports on the progress and effectiveness of established programs.

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS

Good knowledge of the objectives and methods used in the field of recreation; good knowledge of sports, games, hobbies and related recreational activities; good knowledge of effective supervisory techniques; some knowledge of effective administrative techniques; ability to deal effectively with people from all age groups; ability to deal with the public in a tactful and diplomatic manner; ability to supervise both group and individual activities; ability to plan, assign and supervise the work of others in a manner conducive to full performance and high morale; ability to maintain records and prepare required reports; physical condition commensurate with the demands of the position.