

## **RECREATION SUPERVISOR**

**DISTINGUISHING FEATURES OF THE CLASS:** This is beginning level professional recreation work which involves a responsibility for organizing and supervising major segments of a community recreation program and providing professional assistance in program development. The work is performed under the general supervision of a director of recreation. Supervision is exercised over a number of recreation personnel. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Plans, develops, organizes and supervises athletic, playground, special activities and recreation center events;  
Hires, trains and evaluates recreation personnel;  
Prepares publicity and news releases for an assigned portion of the recreation program;  
Gives instructions in one or more specialized fields of activity or about the various programs;  
Maintains records and makes reports including special reports for considering recreational needs and the effectiveness of services;  
May plan, organize and supervise all on-site and mail-in registration for the various programs;  
May assist in recruiting;  
May assist with the supervision of employees involved in the maintenance, construction and repair of facilities and equipment.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Good knowledge of recreation administrative theory and practices; good knowledge of planning for and equipping recreation facilities and area; good knowledge of supervisory techniques; working knowledge of community structures and organization; working knowledge of public and business administration; ability to plan, promote and organize recreation activities; ability to work with and communicate with groups and individuals; ability to exercise professional judgment in problem solving and evaluation.

### **MINIMUM QUALIFICATIONS:** Either:

- a) A Bachelor's degree or higher in recreation; or
- b) A Bachelor's degree or higher in a field allied to recreation and either twelve (12) credit hours in professional recreation courses (included or supplemented to degree) or one (1) year of responsible direction of subordinate workers in the conduct of recreation activities; or
- c) An Associate's degree in recreation and three (3) years of responsible direction of subordinate workers in the conduct of recreation activities; or
- d) An equivalent combination of training and experience as defined by the limits of a, b and c.

**PROMOTION:** One (1) year of permanent competitive class status as a Senior Recreation Leader.