

RECREATION SUPERVISOR

DISTINGUISHING FEATURES OF THE CLASS: This is entry 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 Senior Recreation Supervisor, Superintendent of Recreation and Parks or other higher-level administrator. 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 the recreation program;
Gives instructions in one or more specialized fields of activity or about the various programs;
Maintains records and prepares reports including reports regarding 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 areas; 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:

1. A Bachelor's degree or higher in Recreation, Physical Education, Sports Management or a closely related field and one (1) year of responsible direction of subordinate workers in the conduct of recreation activities; or
2. An Associate's degree in Recreation, Physical Education, Sports Management or a closely related field and three (3) years of responsible direction of subordinate workers in the conduct of recreation activities.

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

R.C.D.P. (10.08.2015) 08.09.2023
Competitive
(Part-Time or Seasonal is Non-competitive in any Town or Village)