

SENIOR RECREATION SUPERVISOR

DISTINGUISHING FEATURES OF THE CLASS: This is second level professional recreation work which involves a responsibility for organizing and supervising major segments of a community recreation program, providing professional assistance in program development and providing administrative supervision over a number of programs. The work differs from that of a Recreation Supervisor in the responsibility for administrative supervision over programs being run by Recreation Supervisors. The incumbent represents the Superintendent of Recreation and Parks as well as the Assistant Superintendent of Recreation and Parks as needed. The work is performed on a full time, year-round basis under the general supervision of the Superintendent and/or Assistant Superintendent. 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 and is the administration contact for same;

Maintains daily contact with program directors, including aquatic and senior citizen programs, and may be required to resolve issues such as disciplining subordinates, handling complaints, etc.

Reviews program flyers and press releases and ensures their proper distribution;

Acts as departmental liaison with American Red Cross to stay abreast of mandatory training and regulations that must be complied with (e.g. CPR, first aid, etc.);

Hires, trains and evaluates recreation personnel;

Prepares publicity and news releases for the recreation program;

Gives instructions (e.g. to referees, coaches or participants) in one or more specialized fields of activity or about the various programs;

Maintains records and prepares reports including reports for considering recreational needs and the effectiveness of services;

Conducts research and prepares reports concerning the work of the department and the needs of the community, including reports for the NYS Division for Youth, community surveys, special department projects, etc.;

Represents the Superintendent and Assistant Superintendent of Recreation and Parks at meetings and public relations events;

Supplies information for the preparation of bids for food, supplies and to be purchased;

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:

Thorough knowledge of recreation administrative theory and practices; good knowledge of planning for and equipping recreation facilities and area; good knowledge of supervisory techniques; good 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 two (2) years 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 four (4) years of responsible direction of subordinate workers in the conduct of recreation activities.

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