

## **SENIOR RECREATION SUPERVISOR**

**DISTINGUISHING FEATURES OF THE CLASS:** This is the second level of 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 will be the administration contact for same;

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

Reviews program flyers and press releases and follows-up to make sure they are sent out;

Acts as departmental liaison with American Red Cross for purposes of keeping abreast of hires and trains and evaluates recreation personnel;

Prepares publicity and news releases for an assigned portion of 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 makes reports including special reports for considering recreational needs and the effectiveness of services;

Conducts research and makes 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 equipment such as individual items 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:** Either:

1. A Bachelor's or higher degree in recreation and one (1) year of responsible direction of subordinate workers in the conduct of recreation activities; or
2. A Bachelor's or higher degree in a field allied to recreation which included or was supplemented by twelve (12) credit hours in professional recreation courses and one (1) year of responsible direction of subordinate workers in the conduct of recreation activities; or
3. An Associate's degree in recreation and four (4) years of responsible direction of subordinate workers in the conduct of recreation activities.

**PROMOTION:** One (1) year as a Recreation Supervisor.

R.C.D.P. (05.02.2002) 10.08.2015 - Job specification may be subject to further revision  
Competitive