

## GENESEE COUNTY

### RECREATION SUPERVISOR

**DISTINGUISHING FEATURES OF THE CLASS:** These duties involve responsibility for planning, organizing and supervising major segments of the community summer seasonal recreation program such as playgrounds, athletics and recreation centers. In addition, the Recreation Supervisor is responsible for the planning, promoting and publicizing of overall programs of the Municipality in close cooperation with the Coordinator of Recreational Services or the Appointing Authority. The work is performed under general supervision and the incumbent is allowed a considerable degree of independence in carrying out assigned duties. Supervision is exercised over Assistant Recreation Supervisors, Recreation Leaders and lower level Recreation personnel. Does related work, as required.

#### **TYPICAL WORK ACTIVITIES:**

Assists in planning for the athletic and playground programs and for other activities as assigned;  
Prepares publicity and news releases for the recreation program;  
Consults and advises subordinates, and gives appropriate direction;  
Schedules and directs playground and athletic activities;  
Organizes programs for and directs recreation center;  
Gives instructions in one or more specialized fields of activity;  
Acts as a sports official when needed;  
Carries out the duties and responsibilities of the Coordinator in his absence;  
Maintains records and makes periodic reports;

The above examples of duties are intended only as illustrations of the various types of work performed. The omission of specific statement of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

#### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND/OR PERSONAL**

**CHARACTERISTICS:** Thorough knowledge of recreation administrative theory and practices; good knowledge of planning, acquiring and equipping recreation facilities and areas; working knowledge of public administration; the ability to promote, plan and organize recreation activities; sound professional judgment; ability to work with groups of all ages; ability to speak before groups; ability to write clearly and concisely; physical condition commensurate with the demands of the job.

**MINIMUM QUALIFICATIONS:** Graduation from high school or possession of an appropriate equivalency diploma recognized by the NYS Department of Education, **AND EITHER:**

- A. Graduation from a New York State registered or regionally accredited college or university with a Bachelor's degree in Recreation or allied field;

**OR:**

- B. Graduation from a New York State registered or regionally accredited college or university with a Bachelor's degree and one season of experience in conducting recreation activities;

**OR:**

- C. Two (2) years of college plus two seasons of experience conducting recreation activities;

**OR:**

- D. Any equivalent combination of training and experience as defined within the limits of A, B and C above.