

SENIOR RECREATION SUPERVISOR

Code No. 3-15-080
COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This is a senior level recreation position in a Town responsible for administering and supervising assigned recreation programs and/or centers. The employee works closely with community groups, other agencies and Towns to promote cooperative programming. Work further involves developing and conducting related training and seminars and preparing related reports and correspondence. General supervision is exercised over a subordinate staff. The employee reports directly to and works under general supervision from the Director of Recreation. Does related work as required.

TYPICAL WORK ACTIVITIES: (All need not be performed in a given position. Other related activities may be performed although not listed.)

Administers assigned recreation programs and/or Centers for a Town Recreation Department;

Supervises staff involved in recreation programs including interviewing, recommending selections, training, evaluating, preparing schedules and assigning work;

Plans and directs other recreation staff in providing Town wide major event programming;

Participates with other Town departments, school districts and community groups in cooperative programming;

Conducts meetings with staff and volunteers;

Produces publicity pieces, annual directory, newsletters, trip brochures and related documents;

Maintains activity, program and financial records and reports;

Assists in preparing department's annual budget;

Presents seminars and public relations programs to various groups and schools;

Participates in and conducts departmental training programs.

FULL PERFORMANCE, KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of recreation theory, practices and activities; good knowledge of program planning and implementation as related to recreation; ability to prepare and present seminars and training programs; ability to prepare publicity pieces, reports, newsletters, correspondence and related documents; ability to communicate effectively both orally and in writing; ability to establish and maintain effective working relationships with others; ability to supervise, plan and direct the work of recreation staff; good judgment; initiative; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma, plus EITHER:

- (A) Graduation with a Bachelor's degree in Recreation or a closely related field plus one (1) year paid/volunteer full-time or its part-time equivalent experience in recreation or a related activity,* OR,
- (B) Graduation with a Bachelor's degree plus two (2) years paid/volunteer full-time or its part-time equivalent experience as defined in (A) above; OR,
- (C) Graduation with an Associate's degree in Recreation or a closely related field, plus three

(3) years paid/volunteer full-time or its part-time equivalent experience as defined in (A);
OR,

- (D) Graduation with an Associate's degree, plus four (4) years paid/volunteer full-time or its part-time equivalent experience as defined in (A); OR,
- (E) Six (6) years paid/volunteer full-time or its part-time equivalent experience as defined in (A), OR,
- (F) Any equivalent combination of education and experience as defined by the limits of (A), (B), (C), (D) and (E) above.

*employment as a program director or instructor of physical education, music, studio arts, dance, dramatics, etc. will be considered as a related activity.

NOTE: Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

Monroe County Civil Service Commission

ADOPTED: July 21, 1977

REVISED: July 18, 1991

REVISED: October 6, 2022