

Recreation Supervisor (Part-time or Seasonal) Tompkins County

Department: Various Municipalities
Classification: Non-competitive
Approved: 5
Revised: 03/79; 08/01; 10/02; 4/07; 3/13
By: HH, Commissioner of Personnel

MINIMUM QUALIFICATIONS:

- (a) Graduation from a regionally accredited or New York state registered college with an Associates degree or possession of at least sixty college credit hours; **OR**
- (b) Graduation from high school or possession of a high school equivalency diploma **AND** one year of full-time paid (or the equivalent part-time and/or volunteer) supervisory experience in a recreation program; **OR**
- (c) Any combination of training and experience equal to or greater than that described in (a) and (b) above.

DISTINGUISHING FEATURES OF THE CLASS:

A Recreation Supervisor is responsible for organizing, administering, and managing aspects of town recreation department programs assigned to him or her by the Recreation Director of the Town. The recreation supervisor is required to spend some time in a leadership role for most activities offered by the department. Supervision is exercised over department volunteers. The work is performed under the general direction of the Town's Director of Recreation. Considerable leeway is allowed for the exercise of independent judgment when carrying out the day-to-day work activities. The incumbent will perform all related duties as required.

TYPICAL WORK ACTIVITIES:

Administers recreation program for a specific municipality as assigned by the Director of Recreation;
Plans, organizes, promotes and directs recreation activities and events;
Recruits, supervises, trains and evaluates the work of volunteers;
Supervises and assists with the maintenance of facilities and equipment;
Publicizes the activities of the recreation program;
May conduct a program at a recreation center or physical facility;
Makes arrangements for socials, dances, tournaments, special events, story-telling sessions, dramatics, parties, etc.;
May assist with the officiating at athletic events;
May assist with the chaperoning of trips and other group activities;
May assist in the instruction of children in games, sports, arts and crafts, dancing, singing, dramatics, etc.;
May supervise the conduct of children's games and maintains order;
Keeps records of attendance, activities, equipment, etc.;
Makes up schedule for sports and special events;
May operate a videocassette player;
May distribute and collect equipment;
Maintains and prepares courts, fields, facilities, etc.;
Maintains order and enforces rules and regulations;
Assigns courts and other facilities;
May perform routine custodial and maintenance tasks;

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of the principles and practices involved in administering a town or village recreation program;
Good knowledge of the recreation needs of the community;
Good knowledge of the principles and practices of supervision;
Ability to plan, organize and promote a variety of recreation activities;
Working knowledge of the principles and practices of budgeting;
Ability to assess program needs and accomplish goals within the confines of available resources;
Ability to communicate effectively, both orally and in writing, with groups and individuals;

Good problem solving skills, tact, courtesy and good judgment are required;
Physical condition commensurate with the demands of the position.

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