

Recreation Supervisor Tompkins County

Classification: Non-competitive in Towns/Villages if part-time or seasonal, competitive if full-time and/or year around or with other entities.

Approved: 05/1976

Revised: 3/79; 08/01; 10/02; 4/07; 12/17

By: HH, Commissioner of Personnel

MINIMUM QUALIFICATIONS:

- (a) Graduation from a regionally accredited or New York state registered college with an Associates degree; **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.

Tompkins County is Committed to Equity and Inclusion. We encourage those with similar values to apply.

DISTINGUISHING FEATURES OF THE CLASS:

A Recreation Supervisor is responsible for planning, organizing and administering all aspects of a recreation program for a town or village. The supervisor may be required to spend some time in a leadership role for a particular program or activity. Supervision, either direct or general, may be exercised over the work of all subordinate personnel. The incumbent will perform all related duties as required.

TYPICAL WORK ACTIVITIES:

- Administers the recreation program for specific municipality;
- Plans, organizes, promotes and directs recreation activities and events;
- Supervises, trains and evaluates the work of all subordinate staff;
- Supervises and assists with the maintenance of facilities and equipment;
- Publicizes the activities of the recreation program;
- Represents the recreation program at meetings with community organizations;
- Prepares and presents special reports regarding the needs of the program and effectiveness of services provided;
- 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;
- May operate power mowers and other ground equipment.

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;
- The employee's physical and mental condition shall be commensurate with the demands of the position, either with or without reasonable accommodations.

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