

RECREATION SUPERVISOR

DISTINGUISHING FEATURES OF THE CLASS: This position involves responsibility in the promotion, organization, participation and direction of community recreation activities. The work is performed under general direction, with direct supervision exercised over the work of a number of subordinates.

TYPICAL WORK ACTIVITIES: *The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.*

Organizes, promotes, conducts and evaluates recreation programs, activities and special events;

Supervises and participates in the activities of recreation instructors/leaders;

Requisitions materials and equipment;

Makes reports on recreation programs, facilities, public relations and projects planning;

Assists in issuing press releases or other materials to promote recreation programs;

May collect money;

May participate in related clerical duties;

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL

CHARACTERISTICS: Good knowledge of theory and practices of a comprehensive public recreation program; ability to promote, plan, organize and carry out recreational activities; and ability to plan and supervise the work of others; and good judgment.

MINIMUM QUALIFICATIONS: Either:

- A) Completion of two years at a NYS recognized college or university and one [1] year of paid experience in the field of recreation; or
- B) Completion of high school or possession of a high school equivalency diploma and

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three (3) years of paid experience in the field of recreation; or

- C) An equivalent combination of training and experience as described in (A) and (B) above.

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Last Reviewed:

Jurisdictional Class: Competitive

Public Hearing: N/A

NYS Civil Service Commission Approval: N/A

Revised and Replaced in Classplan: 3/6/2023