

DEPARTMENT: DEPARTMENT OF YOUTH, RECREATION & PARKS
CLASSIFICATION: NON-COMPETITIVE FOR SEASONAL OR PART-TIME POSITIONS
APPROVED: JUNE 9, 2014

RECREATION PROGRAM SUPERVISOR
(North Tonawanda)

DISTINGUISHING FEATURES OF THE CLASS: Under the supervision and direction of the Recreation Supervisor, the work involves planning, organizing and supervising recreation program segment. Employees of this class may be required to travel between a number of recreation facilities to ensure that subordinate personnel are present and that activities are run in an orderly manner and a pleasant atmosphere. Incumbents exercise direct supervision over the work of Recreation Leaders and other subordinate personnel. General direction is received from the Recreation Supervisor. When assigned to a municipal swimming pool, the incumbent is responsible for planning, organizing and supervising swimming classes and other water programs and sports. When assigned to oversee park rentals, the incumbent is responsible for planning, organizing, cleaning, and supervising park shelter openings and closings. Does related work as required.

TYPICAL WORK ACTIVITIES:

1. Plans, organizes and supervises a segment of a recreation program;
2. Trains subordinate personnel in how to conduct or provide instruction for a recreational activity;
3. Prepares work schedules and assigns substitutes when employees are absent;
4. Evaluates the work performance of subordinate personnel;
5. Assists in the scheduling of activities within a recreation program;
6. Handles complaints regarding staff conduct and misuse or poor maintenance of recreational facilities;
7. Issues posters, flyers and other media to publicize special events and recreational activities;
8. Attends staff meetings to discuss special problems, schedules of personnel and activities, department policies and training of staff;
9. Consolidates reports on participation in activities and develops summary report at close of program;
10. When assigned, plans, organizes, cleans and supervises park shelter openings and closings.

When assigned to a municipal swimming pool, the following typical work activities apply:

10. Plans, organizes and schedules water sports, swimming classes and other related programs;
11. Enforces all rules and safety regulations;
12. Checks and deposits daily pool receipts;
13. Performs lifesaving skills and renders first aid as needed;
14. May assist with the overall pool operation, i.e. testing, cleaning and changing of chemicals.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of the organization and conduct of several recreational activities; Working knowledge of the principles of first line supervision; Ability to plan, organize and supervise and instruct others in the running of several recreational activities; Ability to develop and maintain simple records; Ability to give simple instructions; Tact; Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of an equivalency diploma **and** one of the following:

1. Active participation on an organized sports team or in a recreation program for at least four (4) seasons; **or**
2. Completion of thirty (30) credit hours from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees; **or**
3. One (1) year of experience in leading recreational activities, teaching, working with children in an organized youth program, or leading children's activities; **or**
4. Four (4) seasons of experience as a recreation aide, recreation attendant, or recreation leader in a municipal recreation program.

NOTE: Volunteer and/or part-time experience will be pro-rated to meet full-time equivalents.

SPECIAL REQUIREMENT:

Possession of current Community First Aid Certification and a CPR Certification.

SPECIAL REQUIREMENT WHEN ASSIGNED TO A MUNICIPAL SWIMMING POOL:

Possession of a current American Red Cross basic life support for the professional rescuer CPR and possession of a current lifeguard training certificate from a certifying agency acceptable to the State Health Commissioner (i.e. the American Red Cross, Boy Scouts, YMCA).