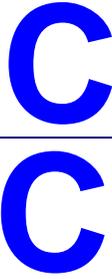




**CAYUGA  
COUNTY**

F:\Civil\JobSpecs\Recreation  
Program Supervisor



An Equal Opportunity - Affirmative Action Employer

# **CIVIL SERVICE COMMISSION**

<b>TITLE:</b>	<b>RECREATION PROGRAM SUPERVISOR</b>
<b>JURISDICTIONAL CLASS:</b>	<b>NON-COMPETITIVE (*PART-TIME)</b>
<b>CIVIL DIVISION:</b>	<b>ALL CIVIL DIVISIONS</b>
<b>ADOPTION: CSM</b>	<b>09/28/85</b>
<b>REVISED: CSM</b>	<b>04/10/02, 07/11/07, 12/09/09</b>

## **DISTINGUISHING FEATURES OF THE CLASS:**

This is a supervisory position involving the planning, organizing, and supervising of one segment of a recreation program such as swimming or ice-skating. Employees in this class may be required to travel between a number of recreation facilities to ensure that subordinate personnel are present and that activities are being run in an orderly manner and a pleasant atmosphere. Incumbents may exercise direct supervision over the work of Recreation Leaders, Lifeguards, and other subordinate personnel. The work is performed under general supervision of the Recreation Director or other supervisor. The incumbent does related work as required.

## **TYPICAL WORK ACTIVITIES: (Illustrative Only)**

- Plans, organizes, and supervises a segment of a recreation program such as a pool program;
- Provides leadership in the areas of program development and enhancement, and assists in the development of policies relating to a segment of a program;
- Trains subordinate personnel in how to conduct or provide instruction for a recreational activity;
- Recruits and hires personnel for the program;
- Prepares work schedules and assigns substitutes when employees are absent;
- Evaluates the work performance of subordinate personnel;
- Assists in the scheduling of activities within a recreation program;
- Handles complaints regarding staff conduct and misuse, or poor maintenance of recreational facilities;
- Issues posters, flyers, and other media to publicize special events and recreational activities;
- Presents awards and achievement certificates to program participants;
- Attends staff meetings to discuss special problems, schedules of personnel and activities, department policies, and training of staff;
- Maintains record keeping system for all personnel-related forms, staff in-service training, certifications, accident reports, etc.;
- Consolidates reports on participation in activities and develops summary report at close of program;
- May assist with annual budget and prepare purchase requisitions for needed supplies and equipment;
- May perform Lifeguarding and/or Head Lifeguarding duties;
- May teach swimming and water safety and rescue.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, & 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 selected recreational activities;  
Ability to develop and maintain simple records;  
Ability to give instructions;  
Physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:**

EITHER:

- (A) One (1) year of experience in supervising a recreational activity\*; OR
- (B) Completion of two (2) years of college with course work in Physical Education or Recreation;  
OR
- (C) An equivalent combination of training and experience as defined by the limits of (A) and (B).

**Note: If performing duties of a Lifeguard, Head Lifeguard, or Water Safety Swimming Instructor, employee must also meet the minimum qualifications as specified on the job specifications for these titles. It is the responsibility of the appointing authorities to maintain up-to-date certifications for their records.**

**If the position involves the operation of a motor vehicle, the employee must possess a valid appropriate level New York State driver's license.**

\*One (1) year of full-time administrative experience in a teaching profession can be substituted for (A) above.