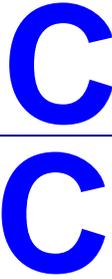




**CAYUGA
COUNTY**

F:\civil\jbspec\Recreation
Supervisor



An Equal Opportunity - Affirmative Action Employer

CIVIL SERVICE COMMISSION

TITLE:	RECREATION SUPERVISOR
JURISDICTIONAL CLASS:	NON-COMPETITIVE - (SEASONAL)** (PART-TIME)*
CIVIL DIVISION:	EMERSON PARK, TOWNS, VILLAGES, SCHOOLS
ADOPTION:	CSM
REVISED:	CSM 04/07/98, 07/11/07, 03/14/12

DISTINGUISHING FEATURES OF THE CLASS:

This position exists in a community recreation department or school district recreation department and involves responsibility for planning, organizing and supervising segments of a recreation center program including strength training instruction, physical fitness classes, and adult sport leagues. The incumbent has responsibilities in the areas of program development and supervises subordinate employees assigned to operate the center. Additionally, the incumbent is responsible for the maintenance of equipment and for the supervision of non-athletic events held in the center. The work is performed under general supervision of the Recreation Director with leeway allowed for the exercise of independent judgment in carrying out details of the work. Supervision is exercised over the work of subordinate employees, (i.e. Recreation Aides, Recreation Leaders) assigned to the center operation and building maintenance tasks. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Plans, organizes and supervises various components of the recreation program;
- Assigns and supervises subordinate recreation personnel;
- Assists the Recreation Director in development of program objectives and policy;
- May interview and recommend the hiring of subordinate recreation employees for the program;
- Trains subordinate personnel and volunteers in how to conduct or provide instruction for recreation center activities;
- Prepares work schedules and assigns substitutes when employees are absent;
- Evaluates work of subordinate personnel;
- Assists in the scheduling and planning of activities of the recreation Center;
- Handles complaints regarding staff conduct, misuse or poor maintenance of facility and discusses them with the Recreation Director;
- Attends staff meetings to discuss special problems, scheduling, department policies, training of staff and volunteers, and other related program topics;
- Consolidates reports on participation and develops summaries when requested by Recreation Director;
- Coordinates the program of the facility with the overall recreation program of the community;
- Assists in planning non-recreation activities programs at the facility to include: festivals and fairs, classes, sports leagues, and programs;
- When applicable, maintains communication with community residents to ensure the facility programs fulfill their needs;
- Makes periodic evaluation of the work performance of subordinates;
- Establishes facility fitness equipment maintenance schedule to provide for continuous operation;
- Prepares a variety of records and reports related to the work.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of recreation facility management theory, principles and practices;
Good knowledge of strength training and related recreational activities;
Good knowledge of the operation and maintenance of strength and training equipment;
Ability to plan and carry out recreation facility programs;
Ability to plan and supervise the work of others;
Ability to meet and deal with the public;
Willingness to work evenings and weekends when necessary.

MINIMUM QUALIFICATIONS:

EITHER

- (A) Graduation from a regionally accredited or New York State registered college or university with a bachelor's degree AND one year of full-time administrative experience in a teaching profession; or
- (B) Graduation from a regionally accredited or New York State registered college or university with an associate's degree in recreation, recreation management, recreation facilities management, recreation and physical education, recreation instruction, recreation services or related field AND one year of experience in an organized recreation or athletic program, which shall have been in a supervisory capacity; or
- (C) Graduation from high school or possession of an equivalency diploma AND three years of experience as outlined in (B) above, one year of which shall have been in a supervisory capacity; or
- (D) An equivalent combination of training and experience as defined by the limits of (A), (B), and (C) above.