

**Town of Victor Vacancy**  
**Full-Time – Starting Salary: \$71,039.49**

Under the NY HELPS Program, the Civil Service Exam for this title has been waived. For additional information regarding the NY HELPS Program, please visit <https://www.cs.ny.gov/help/faq.cfm>.

**RECREATION SUPERVISOR**

**MINIMUM QUALIFICATIONS:** EITHER:

1. Possession of a Bachelor's Degree, or higher, in recreation, physical education or a closely related field; OR
2. Graduation from high school or possession of a high school equivalency diploma AND four (4) seasons of experience in the conduct of an organized recreation or athletic program; OR
3. Six (6) seasons of experience in the conduct of an organized recreation or athletic program; OR
4. An equivalent combination of training and experience as defined by the limits of (1), (2) and (3).

**SPECIAL NOTE: EDUCATION:** Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves the responsibility for planning, organizing and supervising a major segment of recreation programs, either playground or athletics. Employees participate in planning, promoting and publicizing program activities in close cooperation with the Recreation Director. While supervision is not a major function of this title, oversight and instruction will be provided to recreation staff including Recreation Specialists, Leaders, Assistants and Attendants. Does related work as required.

**TYPICAL WORK ACTIVITIES:** (Illustrative only)

Plans, organizes and directs playground, recreation and athletic activities;  
Prepares publicity and news and social media releases for an assigned portion of the recreation program;  
Schedules and directs activities at playgrounds, recreation facility or athletic fields;  
Plans and promotes special activities or events;  
Evaluates programs for maximum utilization of staff, resources and equipment;  
Makes periodic inspection of recreation facility, playgrounds and athletic fields to ensure that program activities are being carried out properly and that health and safety standards are maintained;  
Purchases supplies and equipment within the limits established;  
Assists in the formulation of policies of recreation program and recommends new programs for implementation.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**  
Good knowledge of recreation administrative theory, principles and practices; good knowledge of planning and equipping recreation facilities and areas; working knowledge of governmental budgetary preparation procedures; ability to plan, organize and promote recreation activities and programs; ability to plan and supervise the work of others; ability to work with groups of people of all ages; ability to communicate and cooperate with civic organizations and the general public; ability to write clearly and concisely; emotional maturity; good judgment; reliability; resourcefulness; physical condition commensurate with the demands of the position.

APPROVED: SEPTEMBER 19, 2008

REVISED: 12/6/19; 7/19/23

CIVIL SERVICE CLASSIFICATION: VARIES BY JURISDICTION

ONTARIO COUNTY DEPARTMENT OF HUMAN RESOURCES

(Ontario County job specification for Recreation Supervisor adopted by City of Geneva on 1/30/01)