

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. Possession of an Associate's Degree in recreation, physical education, or closely related field AND two (2) seasons of experience in the conduct of an organized recreation or athletic program; OR
3. 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
4. Six (6) seasons of experience in the conduct of an organized recreation or athletic program; OR
5. An equivalent combination of training and experience as defined by the limits of (1), (2), (3), & (4).

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;

Continued on Page 2
Page 2

RECREATION SUPERVISOR

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: (Continued)

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; 2/19/26

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)