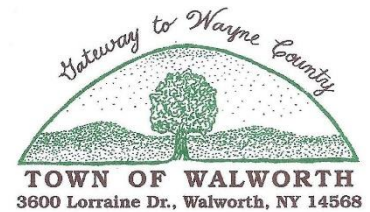


# JOB POSTING

Town of Walworth Recreation Department



## JOB TITLE: Recreation Supervisor

Walworth Recreation seeks a qualified candidate for Recreation Supervisor. This is a full-time position, with benefits; Hours will vary according to programming needs and may include time scheduled weekdays between 8am-8pm and/or weekends 8am-3pm.

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

This is important professional work involving responsibility for planning, organizing, promoting, and supervising one or more segments or activities of the community recreation program. This position involves the supervision of operating playground and summer camp programs. There is also a general responsibility for planning, promoting and publicizing special events and activities sponsored by the recreation program. A person in this title may oversee the entire operation of a small recreation program. Supervision, either direct or general, may be exercised over subordinate level employees.

### **TYPICAL WORK ACTIVITIES (NOT ALL LISTED ACTIVITIES MAY BE PERFORMED; OTHER RELATED ACTIVITIES MAY BE PERFORMED THOUGH NOT LISTED):**

- Organizes, promotes, and supervises recreation programming;
- Organizes, promotes, and supervises after-school programming;
- Plans, schedules and directs playground, athletic activities, and summer camp programs;
- Plans and promotes special activities or events;
- Consults, advises, and gives appropriate direction;
- May give instruction in one or more specialized fields of activity;
- Prepares publicity, advertisements, social media postings, and news releases for an assigned portion of the recreation programming;
- Maintains records, schedules, and keeps periodic reports;
- Supervises recreation programs and sports leagues which includes evenings and weekends;
- Ensures all fields and facilities are prepared and set up properly for implementation of recreation programs and special events;
- Provides programming information and generates ideas for future programming;
- Distributes, keeps records of, and maintains recreational equipment;
- Insures the safe operation and repair of athletic equipment;
- Acts as a sports official when needed;
- Administrative office duties (sending emails, making phone calls, handling registrations, etc.).

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Good knowledge of recreation administration, theory and practices; good knowledge of planning, acquiring and equipping recreational facilities and areas; ability to promote, plan and organize recreation activities; ability to work with groups of people of all ages; ability to speak effectively before a group of people of all ages; ability to plan and supervise the work of others; ability to exercise personal discretion and sound judgment especially when dealing with the public; ability to understand and follow oral and written directions; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:**

1. Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees, or New York registered college or university with a Bachelor's Degree in Recreation or closely related field; or
2. Completion of two years of study at a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees, or New York registered college or university leading to a degree in recreation or closely related field and two years of paid experience which shall have involved the planning and organizing of recreational activities; or
3. Four years of paid experience, which shall have involved the planning and organizing of recreational activities; or
4. Any equivalent combination of experience and training as defined by the limits of 1, 2, and 3 above.