

**COUNTY OF ORANGE
MUNICIPAL/SCHOOL
JOB CLASSIFICATION SPECIFICATION**

CLASS TITLE: Recreation Supervisor

TITLE #: 1526

DISTINGUISHING FEATURES OF THE CLASS: This work involves responsibility for planning, organizing and supervising one or more segments of a community recreation program. Work is performed in accordance with established policies and procedures with leeway allowed for the exercise of independent judgment in carrying out the details of the work. Supervision may be exercised over subordinate staff. Does related work as required.

TYPICAL WORK ACTIVITIES:

Assists in planning for athletic and/or playground programs and other activities;

Prepares publicity and news releases for an assigned portion of the recreation program;

Schedules and directs playground and athletic activities;

Plans and promotes special activities or events;

Maintains records and prepares reports;

Supervises and assists with the maintenance, construction and repair of facilities and equipment;

Gives instructions in one or more specialized fields of activity;

Selects, oversees, and assigns the work of recreation, park or other personnel;

Acts as sports official when needed.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of recreation administrative theory and practices; good knowledge of planning, acquiring and equipping recreation facilities and areas; ability to promote, plan and organize recreation activities; ability to work with groups; ability to plan and supervise the work of others; ability to communicate orally and in writing; sound professional judgment; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either -

- a) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an Associates degree in education, recreation, leisure studies, physical education or related field; OR
- b) Graduation from high school or possession of a high school equivalency diploma and two (2) seasons of paid or volunteer experience conducting recreational activities OR two (2) semesters of experience as a teacher, teaching assistant, teacher aide, coach or volunteer working in a classroom or gymnasium setting.

NOTE: A season is defined as the duration of a recreation program. A semester is defined as 15-18 weeks of an academic year.

JURISDICTIONAL CLASSIFICATION: Competitive/full time, Non-competitive/part time

REVISED: 06/09/06 dmc