

Department: In all Civil Divisions
Classification: Non-Competitive (Pending CSC Approval)
Grade: _____

SPEC DISK E1
DOCUMENT 13

ASSISTANT RECREATION SUPERVISOR

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for planning, organizing and supervising the recreation program. Employees participate in planning, promoting and publicizing program activities. Supervision is exercised over subordinate staff in the absence of the Recreation Supervisor. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Assists with planning, organizing and directing playground, recreation and athletic activities;
Assists with scheduling and directing activities at after school program, playgrounds, recreation facility or athletic fields;
Assists with planning and promoting 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 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:

Thorough knowledge of recreation administrative theory, principles and practices; good knowledge of planning and equipping recreation facilities and areas; 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; sound judgment; reliability; resourcefulness; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

- (a) Completion of two years of study in education, recreation or allied field at a regionally accredited or New York State registered college or university; or
- (b) Graduation from high school or possession of a high school equivalency diploma and two years of experience in the conduct of an organized recreation or athletic program; or
- (c) An equivalent combination of training and experience as defined by the limits of (a), (b), (c) and (d).

Created: 1/2019