

RECREATION SUPERVISOR

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for planning, organizing and supervising a summer recreation program. The incumbent may be required to travel between a number of recreation facilities to ensure that subordinate personnel are present and that activities are being run in an orderly manner and a pleasant atmosphere. Direct supervision is exercised over the work of Recreation Leaders and Lifeguards. The work is performed under general supervision. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Plans, organizes and supervises a summer recreation program;

Trains subordinate personnel in how to conduct or provide instruction for a recreational activity;

Prepares work schedules and assigns substitutes when employees are absent;

Evaluates the work performance of subordinate personnel;

Handles complaints regarding staff conduct and misuse or poor maintenance of recreational facilities;

Consolidates reports on participation in activities and develops summary report at close of program.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of the organization and conduct of summer recreational activities;

Working knowledge of the principles of first line supervision;

Ability to plan, organize and supervise and instruct others in the running of several recreational activities;

Ability to develop and maintain simple records;

Ability to give simple instructions;

Tact;

Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

- (a) Two years of experience in supervising a recreational activity; or
- (b) Completion of two years of college including or supplemented by twelve hours of course work in physical education or recreation; or
- (c) An equivalent combination of training and experience as defined by the limits of (a) and (b).