

NEW CASTLE COUNTY GOVERNMENT

Number 0320

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CLASS SPECIFICATION

Date 06/30/12

Title: RECREATION SUPERVISOR

Approved:

Valencia D. Seitz

GENERAL STATEMENT OF DUTIES: Performs professional supervisory recreation work for a variety of county wide sports & athletics and recreation activities; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class is responsible for the establishment and direction of sports & athletics and recreation programs and activities for the evaluation of programs and for the inspection of facilities to determine adequacy and adherence to established standards. This employee works under administrative direction and supervises the activities of a large seasonal staff of sports/recreation employees.

EXAMPLES OF WORK: (Illustrative only)

- Assigns, schedules, and supervises the work of general and specialized personnel at playgrounds, sports/athletic fields and recreation centers;
- Evaluates and determines adequacy of existing sports & athletics and recreation programs;
- Plans, organizes, develops and administers County-wide sports & athletics and recreation programs;
- Participates in developing training programs for sports and recreation personnel;
- Counsels and instructs personnel in proper techniques and methods;
- Schedules and conducts sports & athletics and recreation meetings for the purpose of interpreting the general sports/recreation program to the public and to subordinates;
- Makes recommendations for repairs and improvement of recreation facilities and athletic fields;
- Prepares news articles, flyers and other informational documents and performs other public relations work connected with sports & athletics and recreation activities;
- Screens, interviews, and makes recommendations for selections of part-time or seasonal employees;
- Maintains records and makes periodic reports on all phases of the sports & athletics and recreation programs;
- Promotes an ongoing attitude of dedication to excellent public service and ensures that external and internal customers are provided with the highest quality of service;
- Operates a personal computer and other related equipment in the course of the work.

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Title: RECREATION SUPERVISOR

Approved:

Valencia D. Bentley

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Thorough knowledge of all phases of sports & athletics and recreation programs; thorough knowledge of the basic psychology, techniques and methodology of organizing groups in a sports and recreation setting; skill in training and motivational procedures; ability to communicate courteously and effectively, both verbally and in writing; ability to interpret the work of the staff effectively; ability to work harmoniously and cooperatively with children, adults, employees and the general public.

MINIMUM QUALIFICATIONS: At least three (3) years of experience in sports & athletics and recreation programming in the area required by the specific duties and possession of a Bachelor's Degree from an accredited college or university with major course work in recreation or a related field; or an equivalent combination of education, experience or training directly related to the required knowledge, skills and abilities.

ADDITIONAL REQUIREMENTS: Must pass a Class III County physical examination and a background check.

HISTORY OF REVISIONS:

Established: 07/01/73
Revised: 05/15/89
Revised: 04/01/94
Revised: 07/01/97
Revised: 05/01/01
Revised: 06/30/12