

## **Recreation Program Supervisor**

City of Hudson Youth Dept.

**Distinguishing Features of the Class:** Under general supervision, the Program Supervisor is in charge of a designated program and does related work as required. Responsibilities for organizing and supervising specific recreation services and activities for city youth. Direct supervision exercised over subordinate level personnel.

### **Typical Work Activities:**

- Plans, organizes, promotes and conducts recreation activities and special events for an assigned recreation site.
- Maintains records of activities and makes periodic reports.
- Prepares publicity for the assigned portion of the program.
- Prepares and submits reports and requests regarding the needs and effectiveness of services.
- Distributes equipment and supplies
- Assists in supervising, training and evaluating all subordinate staff personnel.
- Inspects facilities and equipment as a safety measure.
- Submits weekly attendance, accident, disciplines and activity reports.

### **Full Performance, Knowledge, Skills, Abilities and Personal Characteristics:**

Good knowledge of the practices and familiarity with all types of sports, games and other activities encountered in a recreation program; ability to plan, organize, and promote recreation activities some knowledge of first aid; ability to prepare and supervise all programs; ability to comprehend and follow directions as outlined by the Youth Director and Recreation Supervisor; ability to get along well with others; reliability, resourcefulness; good judgment; physical condition commensurate with the demands of the position.

### **Minimum Qualifications:**

- (A) Graduation from high school or possession of a high school equivalency diploma and an Associates Degree or 60 credit hours in Recreation, Recreation Management, Physical Education, Recreation Services or a related field OR
- (B) Graduation from high school or possession of a high school equivalency diploma and one (1) year of experience in recreation activities. OR
- (C) An equivalent combination of training and experience as defined by the limits of A and B.

Adopted: 07/10/01 Columbia County Civil Service – Competitive