



Recreation Supervisor

Town of Hamburg

Status: Full-time 40 hours per week

Salary: \$52,000 - \$62,000 annually

Reports to:

Director of Youth, Recreation and Senior Services

DISTINGUISHING FEATURES OF THE CLASS: The work involves the responsibility for planning, organizing, and supervising the assignments of Municipal recreation programs. The incumbents assist in the general administration of the Municipal recreation program by working with local directors. Work is performed under the general supervision of a higher-ranking employee who assigns, and reviews work for conformance with policy. Supervision is exercised over a small number of subordinate personnel. Does related work as required.

TYPICAL WORK ACTIVITIES:

Assist in the general administration of the Municipal recreation program by conferring with and assisting municipal officials in the organization and planning of local recreation;
Meets with and assists school, community, and church groups in planning and organizing specific recreation projects;
Supervises various recreational events such as contests, meets, games and other recreational events; officiates and maintains order at events; supervises officials at final events;
Assists with the promotion of municipal recreation programs;
Represents the director and department on panels and committees of recreational equipment; physically demonstrates various tests and games;
Renders service to groups in the layout, installation, and direction of recreational equipment;
Assists in the compiling of statistics and reports of the Department.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of modern recreation theory and practice; good knowledge of the planning and equipping of recreation facilities and areas; working knowledge of State Youth Commission Laws and regulations; ability to promote, plan and organize a wide variety of recreation activities; ability to work with people of all ages; ability to express oneself clearly and concisely, both orally and in writing; initiative; resourcefulness; physical condition commensurate with demands of the position.

MINIMUM QUALIFICATIONS:

1. Graduation from a regionally accredited or NYS registered four (4) year college or university with a Bachelor's degree in physical education, recreation or related field and one (1) year of experience in the physical education or recreation field; or



2. Graduation from high school or possession of a high school equivalency diploma and five (5) years of experience as indicated in (a); or
3. An equivalent combination of training and experience as defined by the limits of (a) and (b).

NOTE: verifiable part-time and/or volunteer experience will be pro-rated toward meeting full time experience requirements.

This is a provisional appointment until the Civil Service Exam is given. You must score within the top 3 candidates of Erie County residents who take the exam, or within the top 3 candidates of the Town of Hamburg residents who take the exam if you live within the Town.

Submissions can be mailed, emailed or hand delivered to the Personnel Office:

Town of Hamburg-Personnel Department
Attn: Tara Rinaldi, Director of Personnel
6100 South Park Avenue
Hamburg, NY 14075

(716) 649-6111 ext. 2386

Trinaldi@townofhamburgny.gov