

TOWN OF VESTAL
JOB DESCRIPTION

JOB TITLE: Recreation Supervisor
EMPLOYMENT STATUS: Part Time/Seasonal

JOB SUMMARY:

Responsible for planning, organizing and administering all aspects of Summer Playground Program and some special events.

- *Plan, design, organize, implement and evaluate a comprehensive playground program.
- *Determine and manage budgetary, staffing, equipment requirements. Perform fiscal management functions related to expenses.
- *Manage department personnel which includes assisting in the recruitment, hiring staff, training staff, supervision, evaluating performance, disciplining staff, and motivating staff.
- *Evaluate the effectiveness of existing playground program.
- *Assist in planning, implementation and evaluation of special events.

SUPERVISORY RESPONSIBILITIES:

Assists the Recreation Planner in supervision of Playground staff.

MINIMUM QUALIFICATIONS:

- A. Completion of two years (60 semester hours) of study in a regionally accredited or New York State registered college; or
- B. Graduation from high school or possession of a high school equivalency diploma and two years of full-time paid experience or the equivalent pro-rated part-time and/or verifiable volunteer experience coordinating, coaching or teaching organized sports, recreation, theatre, dance, music, art or similar activities; or
- C. An equivalent combination of training and experience as indicated in the limits of (A) and (B) above.