

Job Notice - Recreation Supervisor

Town of Parma

Starting Pay Range: \$27,787.50 - \$37,537.50

Code No: OC-69058

Competitive

Starting Date: April, 2015

Qualifications: Graduation from high school or possession of an equivalency diploma, plus EITHER: Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in Recreation, Parks and Recreation, Recreation and Leisure, or a closely related field; OR, Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree, plus one (1) year paid or volunteer full-time or its part-time equivalent experience in recreation or related activities.

Job Description: The position of Recreation Supervisor, under the direct supervision of the Parks and Recreation Director, assists with both identifying the recreational needs of the community and the implementation of a comprehensive community recreation program for all ages.

Job Duties:

- Plans, supervises, provides leadership and conducts routine visits and oversight for a variety of recreation activities and programs for the entire community. Specific programs include but are not limited to; senior citizen programming, aquatics programming, sports camps, youth archery, youth baseball, youth flag football, youth basketball, youth floor hockey, Apple Derby Run, etc.
- Assists with oversight and reporting of Senior Citizen programming which includes the planning and reporting of programs, attending Senior Citizen related meetings, etc. Specific Senior Citizen programs include but are not limited to weekly lunches, monthly evening meals, senior trips, health screenings, etc.
- Ensures that all needed supplies and equipment are available for recreational programs.
- Works all community special events.
- May represent the Director at meetings.
- Assists in the administration of the Recreation Department as assigned by the Director.
- Assists in the preparation of the budget.
- Assists with interviewing, hiring, supervising and evaluating part time program staff and instructors.
- Assists with training of program staff, instructors, and volunteers.
- Assists with all facets of office operations including participant registrations, customer service, social media management, flyers and brochures, etc.
- All other duties as required.

Candidates: The successful candidate must have completed the Recreation Supervisor Civil Service exam and achieved a reachable ranking on the Civil Service eligibility list.

Work Hours: Full Time, 37.5 hours per week, regular hours Monday-Friday, 8:00-4:30 with flexible hours required as per scheduled recreation programs. (Occasional nights, weekends and holidays)

The Town of Parma is an Equal Opportunity Employer

Please send a Monroe County Employment Application, cover letter and resume postmarked by Friday, April 3, 2015 to:

Donna K. Curry
Parma Town Clerk and Receiver of Taxes
1300 Hilton Parma Corners Road
P.O. Box 728
Hilton, NY 14468