

Recreation Supervisor(Starting salary \$36,981, plus benefits package): City of Geneva Recreation Department has one (1) current vacancy. Appointment provisional, pending Civil Service Exam. Candidate must be legal residents of Ontario, Livingston, Monroe, Seneca, Steuben, Wayne or Yates County to apply and be eligible for examination. Refer to job description for full minimum qualifications and details of position available on www.geneva.ny.us

Submit Ontario County Application, cover letter and resume to: City of Geneva Human Resource Office, 47 Castle Street, City Hall-3rd floor, Geneva, NY 14456 via mail or in-person only. Deadline/postmarked no later than February 24, 2017. Questions call 315.789.4369 EOE/AA

The City of Geneva is an equal opportunity employer that is committed to recruitment, retention and development of a diverse workforce without regard to age, creed, race, color, sex/gender, sexual orientation, national origin, marital status, partnership status, disability, military status, citizenship status, alienage, arrest or conviction record, predisposing genetic characteristics, domestic violence victim status and victim of stalking & sex offenses.

"Inclusion is our mission-Celebrate Differences!" Join our team and celebrate the differences in our workplace and the rich diversity in the community. Apply today and make a difference.

RECREATION SUPERVISOR

DISTINGUISHING FEATURES OF THE CLASS: The work involves the responsibility for planning, organizing and supervising a major segment of the recreation programs, either playground or athletics. Employees participate in planning, promoting and publicizing program activities in close cooperation with the Recreation Director. Supervision is exercised over subordinate recreation staff including Recreation Specialists, Leaders, Assistants and Attendants. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Plans, organizes and directs playground, recreation and athletic activities;

Prepares publicity and news releases for an assigned portion of the recreation program;

Schedules and directs activities at playgrounds, recreation facility or athletic fields;

Plans and promotes special activities or events;

Evaluates programs for maximum utilization of staff, resources and equipment;

Makes periodic inspection of recreation facility, playgrounds and athletic fields to ensure that program activities are being carried out properly and that health and safety standards are maintained;

Purchases supplies and equipment within the limits established;

Assists in the formulation of policies of recreation program and recommends new programs for implementation.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of recreation administrative theory, principles and practices; good knowledge of planning and equipping recreation facilities and areas; working knowledge of governmental budgetary preparation procedures; ability to plan, organize and promote recreation activities and programs; ability to plan and supervise the work of others; ability to work with groups of people of all ages; ability to communicate and cooperate with civic organizations and the general public; ability to write clearly and concisely; emotional maturity; good judgment; reliability; resourcefulness; physical condition commensurate with the demands of the position.

RECREATION SUPERVISOR

MINIMUM QUALIFICATIONS:

1. Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in recreation, or physical education or a closely related field; OR
2. Graduation from high school or possession of a high school equivalency diploma and four seasons of experience in the conduct of an organized recreation or athletic program; OR
3. Six seasons of experience in the conduct of an organized recreation or athletic program; OR
4. An equivalent combination of training and experience as defined by the limits of (1), (2) and (3).

APPROVED: SEPTEMBER 19, 2008

CIVIL SERVICE CLASSIFICATION: VARIES BY JURISDICTION

(Ontario County job specification for Recreation Supervisor adopted by City of Geneva on 1/30/01)



City of Geneva, Recreation Department Recreation Supervisor Position Overview & Expectations

This position will require a mix of traditional office hour time during the week and night/weekend obligations which will be dependent on the seasonal needs of the department. Schedules would be expected to change monthly if not weekly based on the current programming demands. Candidate will be required to be ready to officiate the following sport programs: Adult Co-Ed Softball, Flag Football, Co-Ed Volleyball & youth soccer.

Candidate will be required to maintain an ice rink slab including routine maintenance using an ice-resurfacer. This will require ability to work in cold conditions over a 6 month period of time with heavy machinery. Candidate will be required to supervise the Geneva Recreation Complex during the ice and turf seasons. This includes oversight of a snack bar, skate sharpening equipment, fiscal management of revenue through a POS computer system, staff supervision and program coordination with various tenants on a streamlined schedule.

DAILY

- Answering/Returning phone calls and correspondence with customers
- Registering program participants for programs, special event permits and dog park applications
- RecPro POS management – date input, program input, reporting
- Social media updates
- Work on marketing materials – posters/press-releases etc.
- Program planning for programs/events
- Handling park/playground Events Factory reservations and special event requests
- Sponsorship outreach and fundraising programming
- Customer Service work within the office

SEASONALLY

SPRING (Approx. March-May)

- Summer Soccer Programming Preparation – Coaches training
- Summer Planning – Staff training, program coordination, logistics
- Night Supervision of the Indoor Turf – indoor soccer, indoor lax, flag football, youth lax
- Special Events planning with event management team
- Volleyball officiating, record keeping, reporting, supervision

SUMMER (Approx. June-August)

- Attend and supervise special events on nights and weekends – direct liaison for event planner
- Softball officiating, record keeping, reporting and supervision
- Summer youth soccer officiating and supervision on Saturday mornings. Coaches trainings, equipment management and safety management
- Summer lakefront concert series supervision
- Summer Recreation Supervisor – planning daily programming, training staff, direct supervision of campers and staff, EAP planning, special program planning
- Assist with the Farmers Market as needed – supervision, marketing, customer outreach
- Attend community events for customer outreach

FALL/WINTER (Approx. September-March)

- Fall Volleyball officiating, record keeping, reporting, supervision
- Assist GNRC with holiday programming, including the annual Halloween parade
- Ice Rink Supervision and Ice Maintenance
 - Nights and weekends
 - Ice resurfacers driving and maintenance
 - Supervision of tenants with ice rentals
 - Supervision of public skating and special events programming
 - Assist the director in program planning, special event promotion and birthday party logistics.
 - General maintenance and upkeep of the facility, including mopping, sweeping, garbage removal, restroom facility inspections, locker room cleaning and basic facility repairs.

9A. EDUCATION If more space is needed, attach additional sheets.

Type of School	Name of School and Location	Years Completed	Graduated? YES <input type="checkbox"/> NO <input type="checkbox"/>	Major Course of Studies	College Credits Received	Type of Degree Received
High School or Equivalency Diploma Number			YES <input type="checkbox"/> NO <input type="checkbox"/>			
College, University, Professional or Technical School			YES <input type="checkbox"/> NO <input type="checkbox"/>			
Other Schools or Special Courses			YES <input type="checkbox"/> NO <input type="checkbox"/>			

9B. EDUCATION: Degree received? _____ YES _____ NO If YES, was degree received within last 5 years? _____ YES _____ NO If NO, when do you expect receipt of degree? _____

10. LICENSE Do you possess a license to practice a trade or profession? YES NO (Complete only if the position for which you are applying requires one.)

Name of trade or profession _____ License/Certificate Number _____
 Licensing Agency _____ City/State _____
 Original date of issue _____ Date of expiration _____

11. DRIVER'S LICENSE (Complete only if the position for which you are applying requires one.) State of licensure _____ Endorsements _____
 Number _____ Class of license _____ Date of expiration _____ Restrictions _____

12. EXPERIENCE: YOU MUST COMPLETE THIS SECTION WHETHER YOU SUBMIT A RESUME OR NOT. Describe the nature of the work personally performed by you, with estimated percentage of time on each type of work. State size and kind of workforce, if any, supervised by you and the extent of such supervision. DESCRIBE IN DETAIL, beginning with your most recent employment and working backwards to your first, any employment you have ever had, which includes experience that tends to qualify you for the position sought, and as far as possible every other employment, including military service. Applicants may be required to furnish proof of all experience claimed. COMPLETE ALL SECTIONS. IF MORE SPACE IS NEEDED, ATTACH ADDITIONAL SHEETS AT TOP OF PAGE.

Length of Employment From: Mo. Yr. To: Mo. Yr. Yrs. Mcs.	Firm Name	Address	City and State
Salary:	Type of Business	Your Title	Name and Title of Your Supervisor
Hours per week:	Duties:		
Reason for leaving:			
Length of Employment From: Mo. Yr. To: Mo. Yr. Yrs. Mcs.	Firm Name	Address	City and State
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