

## **ADULT RECREATION PROGRAM SUPERVISOR - 081**

### **DEFINITION OF WORK**

Under regular supervision, performs responsible professional work in conducting a wide variety of specialized programs and activities for older adults; does related work as required.

### **EXAMPLES OF WORK**

Plans, schedules and directs various recreational activities and programs for older adults in a variety of physical settings; works closely with community agencies, civic groups and churches in developing programs and facilities for older adults; leads, trains and supervises full-time, part-time and volunteer staff; studies the recreational needs of the elderly and recommends and promotes new programs and changes in existing ones; investigates and acts upon requests, suggestions and complaints concerning recreational services; coordinates media publicity regarding events and special activities; teaches or obtains specialized instructors on various recreational activities; enforces rules and regulations and maintains a desirable atmosphere; prepares periodic and special reports as required.

### **EMPLOYMENT STANDARDS**

**Education and Experience:** Any combination of education and experience equivalent to a bachelor's degree in recreation, sociology, geriatrics or related field and considerable experience in organized recreational programs with the elderly.

**Knowledge, Skills and Abilities:** General knowledge of the philosophy and objectives of geriatric recreation, psychology, sociology and personal health and hygiene; knowledge of first aid practices and techniques applicable to the older adult; ability to plan and direct a varied older adult program in a variety of settings and to win the support and enthusiasm of the participants; ability to cope with physical and mental problems of the elderly; knowledge of community organizations and resources for the elderly; ability to instruct older adults in various activities and to adapt those activities for the mentally and/or physically handicapped; ability to develop and maintain effective public relationships; ability to communicate effectively orally and in writing; ability to keep records and prepare reports.

### **SPECIAL REQUIREMENT**

Possession of a valid North Carolina driver's license.