

## **DISTRICT RECREATION SUPERVISOR - 135**

### **DEFINITION OF WORK**

Under regular supervision, performs responsible professional and administrative work in overseeing recreational activities in an assigned City district; does related work as required.

### **EXAMPLES OF WORK**

In an assigned district, oversees the operation of City recreational programs and facilities; plans, develops, organizes and supervises a wide range of leisure activities, including organized programs, self-directed activities and special events; develops and supervises programs for special groups in the community, including family, handicapped, senior, preschool and minority members; assigns and supervises the work of full-time, seasonal and year round part-time employees; participates in developing training programs for recreational personnel; participates in active public relations programs, attends community group meetings and social functions in encouraging the development of recreational programs and activities; solicits volunteer support; coordinates media publicity; prepares periodic and special reports and keeps records on all district activities; assists in the preparation of the district budget and control of expenditures; oversees personnel administration for employees in the district.

### **EMPLOYMENT STANDARDS**

**Education and Experience:** Any combination of education and experience equivalent to a bachelor's degree in recreation, physical education or related field and considerable professional experience in recreation work.

**Knowledge, Skills and Abilities:** Thorough knowledge of the philosophies, principles and practices of professional recreation; ability to plan and supervise the work of employees; ability to establish and maintain effective working relationships with City and community officials, employees, media personnel, volunteer groups and the general public; ability to prepare technical and financial reports; ability to communicate effectively, orally and in writing; ability to prepare and maintain records.

### **SPECIAL REQUIREMENT**

Possession of a valid North Carolina driver's license.

