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**NASSAU COUNTY**  
**SCHOOL DISTRICTS**  
**CLASS SPECIFICATION**

**Title : RECREATION SUPERVISOR**  
**Code: 330052 OMM**  
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**Competitive**

**GENERAL STATEMENT OF DUTIES**

Plans and directs a recreation program in a school district; performs related duties as required.

**COMPLEXITY OF DUTIES**

Under general supervision, incumbent is responsible, first, for planning, promoting, advising, and supervising recreation programs and, second, for direct supervision of activities. There is a high degree of independence in working with local communities and private groups in promoting programs. Supervises a substantial group of parttime and seasonal staff and a small number of regularly assigned personnel.

**TYPICAL DUTIES**

1. Plans programs for recreational activities in school district.
2. Exercises general supervision over the recreational operation of playgrounds, athletic and open play fields, and other related activities.
3. Interprets the recreation program through speeches, written articles, and conferences.
4. Attends meetings of recreational societies, visits new recreational projects, initiates in-service training of personnel, and engages in similar educational activities.
5. Prepares reports and answers correspondence relative to program.
6. Consults and supervises local units forming a part of the community-wide program.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, AND ABILITIES**

1. Thorough knowledge of all types of recreation administration theory and practice.
2. Ability to organize, promote and supervise recreation activities.
3. Ability to establish and maintain effective working relationships with other divisions, the public, and community agencies.
4. Ability to supervise personnel, both paid and volunteer.
5. Ability to express oneself effectively, both orally and in writing.

**MINIMUM QUALIFICATIONS**

**Training and Experience**

Bachelor's degree from a regionally accredited or New York State registered college or university with major course work in Physical Education or Recreation  
and

Two years of satisfactory, full-time, paid, experience in the conduct of athletics or recreation.

**NOTE:** Experience, as outlined above, in excess of the two-year requirement, may be

substituted for college on a year-for-year basis up to a maximum of four years.

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