

TOWN OF GREENWICH, CONNECTICUT

TITLE: RECREATION SUPERVISOR



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Department: Parks & Recreation  
Division: Recreation  
Bargaining Status: LIUNA  
Salary Range: L-E  
FLSA Status: Exempt  
Class: Classified

Date Created: October 1993  
Job Code: 8989  
Last Amended: April 2013

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GENERAL STATEMENT OF DUTIES:

Performs responsible work administering recreational and leisure activities as assigned by the Superintendent of Recreation with specific responsibility for the planning, promotion, development, organization, training, coordination and supervision of one or more major segments for a community-wide recreation program

Reports to the Superintendent of Recreation.

ESSENTIAL FEATURES:

Evaluates recreational sports facilities and equipment for appropriateness and safety; proposes recommendations for change.

Prepares budgets for programs and facilities (i.e., community centers, rink, etc.); orders supplies for various programs as well as submits bid requests to Purchasing Department as required.

Plans, organizes, promotes, implements and evaluates various agency wide recreation programs, activities, special events, and operations in specified locations which may take place during the day, evening or weekend.

Administers a major segment/facility of the municipal recreation program.

Supervises subordinate professional, paraprofessional, clerical and seasonal personnel as required. Recruits, interviews, supervises, and evaluates paid and volunteer staff in the development of programs, procedures, and activities to best serve the needs of the people of Greenwich.

Conducts in-service training in recreation methods, equipment, policies and safety measures and procedures.

Represents the department in developing and maintaining a relationship with the community as a whole, organizations, schools, and other Town departments. Develops voluntary support groups.

Develops and maintains forms of communication effectively, verbally and written, including newsletters, brochures, flyers, field permits, rental agreements, phone calls,

memoranda, correspondence. Solicits and responds to public reaction, criticism, and opinions.

Maintains open lines of communication via local media; press releases, solicited and unsolicited interviews and promotions.

Organizes the program of and directs a community recreation center or indoor ice rink

Plans and participates in staff meetings, briefings; coordinates and assists with all programs and phases of department.

Performs other related duties as assigned.

#### REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Working knowledge and appreciation of the ideals and objectives of active and passive leisure programs and their administration.

Working knowledge of the principles and practices of business, finance, and public administration applicable to recreation.

Working knowledge of the use and care of equipment, materials, and supplies necessary to the respective recreation activities.

Working knowledge of the first aid methods and necessary safety precautions; ability to impart this knowledge to others.

Skilled in oral and written communications and group presentation.

Ability to analyze the needs of the community vis-a-vis recreation and leisure services.

Ability to work independently, plan, organize, implement, supervise and control varied recreational activities and to evaluate recreational sports facilities and equipment for appropriateness and safety.

Ability to lead, instruct, motivate and supervise subordinate employees, volunteers, and participants.

Ability to establish and maintain effective working relationships with board members, co-workers, vendors, staff, sponsors, and the general public.

Ability to operate a motor vehicle in the State of Connecticut.

#### MINIMUM QUALIFICATIONS:

Bachelor's degree from an accredited college or university in Recreation, Leisure Studies or a related field plus 3 years of related experience in organized recreational activity including 1 year of supervisory and administrative experience or the equivalent.