

PROGRAM SUPERVISOR - NOR-WEST

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision of the Program Coordinator, an incumbent of this position is responsible for supervising a variety of recreation programs and providing scheduled therapeutic recreational activities for participants in the Nor-West Regional Special Services Program, which provides community-based therapeutic recreation programs, respite and transportation services to persons with differing abilities residing in the northwestern portion of Westchester County. Work includes participant evaluations; participant placements; program planning, leadership and evaluation; staff hiring, supervision, and evaluations; and general record keeping related to program activities. Supervision is exercised over part-time staff and volunteers. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Supervises, directly and on-site, a variety of Nor-West recreation programs, including summer camps, school vacation programs, special events and trips, to ensure delivery of services, to monitor program-staffing levels and for risk management purposes;

Supervises part-time employees (i.e., site supervisors, activity leaders, recreation aides, drivers, lifeguards, counselors, volunteers) in the performance of their specified duties;

Ensures that agency policies, procedures, philosophies and program goals are adhered to and that programs are conducted in a safe, professional manner;

Evaluates recreation programs in terms of goals and the appropriateness of activities;

Completes all paperwork relative to program activities (i.e., attendance reporting, written feedback, program advertising, evaluations, surveys, staff evaluations, etc.);

Orders and prepares equipment and supplies for all programs and maintains and controls inventory of supplies and equipment;

Directs Nor-West's participation in all Area III and/or State Special Olympic competitions, including all paperwork, medicals, registrations, etc., and acts as the on-site supervisor for weekly competitions and Saturday events;

Assists with routine office activities including preparation of brochures, newsletters, mailings, telephone calls, copying, etc.;

Acts as a substitute driver, when necessary;

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of the theory and practice used in therapeutic activity programs; good knowledge of program routines, procedures and policies as they apply to recreation activities and services; good knowledge of the characteristics and social, medical and recreational needs of individuals with developmental and related disabilities; ability to establish and maintain effective relationships with participants in order to stimulate their interest in activities; ability to develop and implement creative recreational programs to motivate individual's participation; ability to instruct and supervise individuals, including professional and paraprofessional staff, to work effectively with the disabled population; ability to prepare and maintain accurate reports and records; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software; ability to read, write, speak, understand, and communicate in English sufficiently to perform the essential duties of the position; sound judgment; creativity; flexibility; tact; resourcefulness; initiative; integrity; dependability; courtesy; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: A Bachelor's Degree* and three (3) years of experience where the primary function was the supervision, development or planning of recreational activities and/or services for people with disabilities.

SUBSTITUTION: A Bachelor's Degree* in in Therapeutic Recreation, Special Education, Physical Education, Recreation or a related field may be substituted for one (1) year of the work experience described.

SPECIAL REQUIREMENT: Possession of a valid license appropriate for the vehicle to be operated issued by the New York State Department of Motor Vehicles at time of appointment. The appointing authority is responsible for verifying and ensuring that the candidate meets these conditions at time of appointment and throughout the course of employment.

***SPECIAL NOTE:** Education beyond the secondary level must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education.