

RECREATION SUPERVISOR – AFTERSCHOOL PROGRAM

DISTINGUISHING FEATURES OF THE CLASS: Under the general supervision of the Superintendent of Recreation or a higher level administrator, an incumbent in this class is responsible for the planning, organizing, staffing and implementation of program activities and the day to day administration of the municipal afterschool program serving school age children under the age of thirteen (13), as regulated by the New York State Office of Child and Family Services. The incumbent exercises supervision over subordinate staff. Does related duties as required.

EXAMPLES OF WORK: (Illustrative Only)

Implements a variety of educational, recreational and social activities in cooperation with outside instructors and recreation staff;

Prepares daily schedule for the program;

Interviews, hires, and evaluates personnel;

Prepares appropriate hiring paperwork;

Supervises, trains and evaluates program personnel;

Schedules and keeps up-to-date training records of program employees, in accordance with New York State Office of Children and Family Services;

Manages registration and monthly billing;

Maintains NYS OCFS required medical forms for program participants;

Purchases and maintains inventory of program supplies;

Assists in the preparation of budget estimates for the afterschool program (i.e. equipment, supplies, instructors);

Responds to parent or guardian inquiries regarding afterschool program and furnishes information via telephone and in person;

Provides public information regarding the afterschool program;

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

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of principles, objectives and professional practices of educational, recreational and social activities that are appropriate for school-age children; good knowledge of local needs and community interests; ability to supervise program staff; ability to create a safe and enriching environment for children; familiarity with methods and procedures involved in public agency administration and personnel practices, interviewing and employment procedures; familiarity with child daycare and afterschool programs; ability to effectively plan, organize, promote and conduct daycare and afterschool activities and programs for children; ability to realistically assess resources; ability to supervise and train subordinate personnel; ability to lay out and plan the work of others; ability to communicate effectively, both orally and in writing; ability to exercise professional judgment in problem-solving and evaluation; ability to assume a position of leadership; ability to maintain effective relationships with supervisor, program staff, participants, and the public; ability to maintain records and make reports; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software; ability to read, write, understand and communicate in English sufficiently to perform the essential functions of the position; sound professional judgment; good observation; mental alertness, conscientiousness; initiative; creativity; patience; tact; resourcefulness; reliability; physical condition commensurate with the duties of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Either: (a) an Associate's Degree* in Child Development, Elementary Education, Physical Education, Recreation or a related field and two (2) years of experience directly working with children less than thirteen (13) years of age, including at least one (1) year in a supervisory capacity in a child care program or related field of work.

SUBSTITUTIONS: (a) Two years of college* with eighteen (18) credits in Child Development, Elementary Education, Physical Education, Recreation or a related field and two (2) years of experience directly working with children less than thirteen (13) years of age, including at least one(1) year in a supervisory capacity in a child care program or related field of work; or (b) possession of current New York State Children's Program Administrator credential (CPAC) and two (2) years of experience directly working with children less than thirteen (13) years of age, including at least one (1) year in a supervisory capacity in a child care program or related field of work; or (c) current School Age Child Care credential or other recognized credential specific to the school-age development period as per New York State Child Day Care Regulations, and two (2) years of experience directly working with children less than thirteen (13) years of age, including at least one year in a supervisory capacity in a child care program or related field of work.

*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.

Village of Pleasantville

J.C.: Competitive

Job Class Code: 1044