

## RECREATION SUPERVISOR - SENIOR CITIZENS

DISTINGUISHING FEATURES OF THE CLASS: Under the general supervision of the Superintendent of Recreation or a higher level administrator, an incumbent of this class has specific responsibility for planning, organizing, coordinating and implementing recreation services, activities, and programs for senior citizens in a municipality. The Recreation Supervisor-Senior Citizens is responsible for providing program services that will meet the recreational and health needs of the participants. Supervision is exercised over subordinate staff. Does related work as required.

### EXAMPLES OF WORK: (Illustrative Only)

Supervises, plans, directs, organizes, coordinates, promotes and implements recreation activities and events to meet the specific needs, interests, and abilities of the elderly;

Assists and instructs older persons in learning new skills for enrichment and self-expression in the arts, music, drama, language, dance, crafts, games, current events, adult education, etc.;

Assists in the preparation of budget estimates for senior citizen program (i.e. personnel, equipment, supplies, facilities, etc.);

Assists elderly in maintaining good physical health through programs of exercise, nutrition and medical and dental care;

Keeps participants in the program informed about changes in the community;

Provides public information regarding the senior citizens program;

Organizes, plans and directs special events for the elderly (i.e. trips, bazaars, outings, etc.);

Supervises the work of subordinate staff and assists in the maintenance of facilities and equipment;

Interacts with other senior citizen program staff to determine the need for supportive services including outreach, transportation, information and referral;

Compiles, maintains and reviews records and statistics regarding the program;

Prepares special reports for superiors regarding the needs of the senior citizen population and the effectiveness of recreation programs for senior citizens;

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 the organization and conduct of several types of recreational activities with emphasis upon the organization of those types of activities suited to the elderly (i.e. arts, drama, music, dance, crafts, outings, trips, special events, etc.); good knowledge of the purpose,

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES (Cont'd): use and benefit of sports, games, arts and crafts, dramatics, dancing, music and other activities in a municipal recreation program; good knowledge of local and County agencies and resources providing services to the elderly; familiarity with planning and equipping recreation facilities and areas; ability to plan, organize and promote recreation activities and programs; ability to realistically assess resources and facilities; ability to exercise professional judgment in problem-solving and evaluation; ability to inspire confidence and enthusiasm, to mix readily with various groups and to maintain effective relationships with associates, participants, and the public; ability to stimulate and hold the interest of senior citizen participants in both individual and group activities; ability to secure cooperation; ability to assume a position of leadership; ability to effectively relate to senior citizen population; ability to prepare written material; ability to maintain records and make reports; ability to communicate effectively, both orally and in writing; ability to plan and supervise the work of others; ability to train subordinate staff; 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; willingness and the capacity to understand the problems of the elderly; patience; tact; resourcefulness; creativity; reliability; sound professional judgment; good observation; conscientiousness; initiative; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Either: (a) a Bachelor's Degree\* and three (3) years of work experience where the primary function of the position was the conduct of recreation services, activities, or programs or the operation of recreation facilities, at least one (1) year of which must have been working with senior citizens; or (b) a Bachelor's Degree\* in Recreation, Parks Resources, Leisure Services, Physical Education or related field and two (2) years of work experience as described in (a) including the one (1) year of specialized experience; or (c) a Master's Degree\* in Recreation, Parks Resources, Leisure Services or related field and one (1) year of specialized experience described in (a).

SUBSTITUTION: Possession of a current Certified Park and Recreation Professional (CPRP) certification issued by the National Recreation and Park Association or one of its authorized and recognized affiliates will substitute for the specialized Bachelor's Degree cited in (b) above. There is no substitution for the two (2) years of work experience including one (1) year of specialized experience working with senior citizens.

\*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.

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