

PLEASE POST -Amended

2025-93

JOB OPENING

TITLE: **RECREATION SUPERVISOR**
(Competitive/Contingent/Provisional)

DEPARTMENT: Senior Services

SALARY: Pursuant to the TCEA Bargaining Agreement

SHIFT: 8:30 am - 4:30 pm, Monday through Friday

DATE: September 18, 2025

DISTINGUISHING FEATURES OF THE CLASS

The work involves the responsibility for planning, organizing and supervising the assignments of municipal recreational programs. The incumbent assists in the general administration of the municipal recreation program by working with local directors. Work is performed under the general supervision of a higher-ranking employee who assigns and reviews work for conformance with policy. Supervision is exercised over a small number of subordinate personnel. Does related work as required.

TYPICAL WORK ACTIVITIES

Assists in the general administration of the municipal recreation program by conferring with and assisting municipal officials in the organization and planning of local recreation;

Meets with and assists school, community, and church groups in planning and organizing specific recreation projects;

Supervises various recreational events such as contests, meets, games and other recreation events; officiates and maintains order at events; supervises officials at final events;

Assists with the promotion of municipal recreation programs;

Represents the director and department on panels and committees of recreational equipment; physically demonstrates various tests and games;

Renders service to groups in the layout, installation and erection of recreation equipment; physically demonstrates various tests and games;

Assists in the compiling of statistics and reports of the department.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS

Good knowledge of modern recreation theory and practice; good knowledge of the planning and equipping of recreation facilities and areas; working knowledge of State Youth Commission Laws and Regulations; ability to promote, plan and organize a wide variety of recreational activities; ability to work with people of all ages; ability to express oneself clearly and concisely, both orally and in writing; initiative; resourcefulness; physical condition commensurate with the demands of the

position.

MINIMUM QUALIFICATIONS

- a. Graduation from a regionally accredited or New York State registered four (4) year college or university with a Bachelor's degree in physical education, recreation or related field and one (1) year of experience in the physical education or recreation field; OR
- b. Graduation from high school or possession of a high school equivalency diploma and five (5) years of experience as indicated in (a); OR
- c. An equivalent combination of training and experience as defined by the limits of (a) and (b).

NOTE: Verifiable part-time and/or volunteer experience will be pro-rated toward meeting full-time experience requirements.

THIS NOTICE IS POSTED IN COMPLIANCE WITH THE COLLECTIVE BARGAINING AGREEMENT BETWEEN THE TOWN OF CHEEKTOWAGA AND THE TOWN OF CHEEKTOWAGA EMPLOYEES ASSOCIATION AND SHALL REMAIN POSTED FOR A PERIOD OF EIGHT (8) WORKING DAYS. PLEASE SUBMIT AN ORIGINAL BID APPLICATION ADDRESSED TO THE PERSONNEL DEPARTMENT, A COPY OF THE SAME TO THE PRESIDENT OF THE TOWN OF CHEEKTOWAGA EMPLOYEES ASSOCIATION (Greg Magnuszewski) AND TO DIRECTOR OF SENIOR SERVICES (Dawn M. Bellere).