



TOWN OF LYSANDER
8220 LOOP ROAD
BALDWINSVILLE, NEW YORK 13027
(315) 638-4264

CAREER OPPORTUNITY

TITLE: Recreation Supervisor; NYS Civil Service ID: 38320, Competitive

LOCATION: Lysander, New York

TYPE: Full-Time

SALARY: \$19.31 Per Hour

OVERVIEW: The Town of Lysander Parks and Recreation Department is recruiting to fill the position of Recreation Supervisor. This is a Full-Time, Provisional appointment at the starting salary of \$19.31 per hour. The successfully hired candidate must take the corresponding New York State Civil Service Exam, which would be scheduled at a later date to be determined by New York State and must score high enough on the list of examinees in order to qualify for a permanent appointment. The primary location of the position is Lysander Town Hall; 8220 Loop Road; Baldwinsville, New York 13027 along with Lysander Town Park; 8439 Smokey Hollow Road; Baldwinsville, New York 13027. Other locations within the Town of Lysander and the Village of Baldwinsville may also be required at times based upon programs and events coordinated through the Lysander Parks and Recreation Department.

The typical hours of work are Monday through Friday; 8:30 AM to 5:00 PM; November 1 through March 31. From April 1 through October 31 the work schedule will be varying, including nights, weekends and holidays, and occasional shift coverage within the operating season and hours of Lysander Park. The appointee to this title will also be required to occasionally work alone; self-direct in the performance of the typical work activities; and make decisions, in the absence of the Director, that are in the best interests of the programs, participants, the Lysander Parks and Recreation Department, Lysander Park, Department and Town Administrators, and park patrons.

DISTINGUISHING FEATURES OF THE CLASS:

The work involves responsibility for organizing and implementing one or more major segments of a recreation program. Under the general supervision of a Director of Recreation or the administrator of a recreation program, an employee in this class plans, organizes and implements one or more types of recreational activities, such as arts and crafts, athletics, dances, cultural events and so on. Program planning is done in conjunction with the director/administrator and is incorporated within the comprehensive program. Organization and implementation are performed with wide latitude for independent action. Depending upon the size of the total program or an incumbent's particular assignment, the Recreation Supervisor may participate as a leader in specific activities and may supervise subordinate personnel. Work is reviewed by the director/administrator through written and oral reports and evaluation of community acceptance of the programs. The position differs from that of Assistant Director of Recreation in the scope of responsibilities; the latter directly assists in the performance and completion of all the Director's activities.

TYPICAL WORK ACTIVITIES:

- Plans, organizes, promotes and participates in specific recreation programs and activities, such as team sports, ceramics, games, socials, group trips to musical or cultural events or recreational areas, playground activities and aquatics.
- Trains and instructs Recreation Leaders, Aides and Attendants and assigns them to specific areas or events; supervises subordinate personnel and evaluates their work performance through direct observation; makes recommendations to the director/administrator regarding retention, replacement or reassignment of personnel.
- Promotes community participation in programs by writing publicity releases, events calendars, attending meetings of other civic and service groups.
- Evaluates the effectiveness or community acceptance of programs and events by participation and by review of attendance reports, the frequency of wants and comments from participants; recommends to the director/administrator continuation, elimination or redesign of programs.
- Organizes and implements events by scheduling events, making reservations for needed facilities, assigning personnel, arranging for equipment and supplies.
- Prepares written reports regarding the number and types of events held, evaluation of personnel work performance, program needs in terms of personnel, equipment and supplies.
- Posts to records such as time sheets and equipment inventories.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Good knowledge of recreation principles and practices.
- Working knowledge of community organization and supervisory techniques.
- Ability to identify objectives of a planned community recreation program and the ability to plan and develop appropriate activities in order to meet the objectives identified.
- Ability to plan, organize and coordinate promotion recreational activities.
- Ability to assess the effectiveness of recreational activities in attaining program objectives.
- Ability to train and supervise a number of Recreation Leaders, Specialists, Aides and Attendants.
- Ability to participate as a leader in recreational activities.
- Ability to communicate effectively and to establish good working relationships with groups and individuals.
- Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:**Promotion:**

- A. One (1) year of permanent competitive class status in the title of Senior Recreation Leader or two (2) years of permanent competitive class status in the title of Recreation Leader.

Open Competitive:

- A. Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Bachelor's Degree or higher with a minimum of fifteen (15) semester credit hours in recreation courses; or,
- B. Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Bachelor's Degree or higher and one (1) year of full-time work experience, or its parttime equivalent, in the conduct of recreation activities involving personal responsibility for the initiation but not necessarily the planning, design or development of day-to-day recreation activities at a site such as a park, playground or an after school program; or,

Open Competitive (continued):

- C. Four (4) years of full-time work experience, or its part time equivalent, in the conduct of recreation activities, at least two (2) years of which must have been work experience involving personal responsibility for the initiation but not necessarily the planning, design or development of day-to-day recreation activities at a site such as a park, playground or an after-school program; or,
- D. An equivalent combination of training and experience as defined by the limits of (a), (b) and (c) above.

NOTE: If qualifying under (c), successful completion of college level recreation courses may be substituted for work experience at the rate of fifteen (15) semester credit hours equivalent to one (1) year of work experience up to the maximum of two (2) years of non-specialized recreation experience.

The Town of Lysander does not discriminate because of race, creed, color, citizenship, national origin, age, sex, religion, marital status, conviction record, disability, genetic predisposition or carrier status, pregnancy, or sexual orientation.

The Town of Lysander is an Affirmative Action/Equal Opportunity Employer.

APPLICANTS:

To apply candidates shall send a recent resume and cover letter by United States Postal Service postmarked no later than Monday, February 17, 2025, to Director; Lysander Parks and Recreation; 8220 Loop Road; Baldwinsville, New York 13027.