

## KENT COUNTY POSITION DESCRIPTION

*Kent County Levy Court  
555 Bay Road, Dover, DE 19901*

Department of Community Services  
*Division of Recreation*  
Classified, GRADE 10  
40 Hour Week

### **RECREATION PROGRAM SUPERVISOR I**

**GENERAL STATEMENT OF DUTIES:** Plans and oversees a major area of the County's recreation program; does related work as required.

**DISTINGUISHED FEATURES OF THE CLASS:** The incumbent has important recreational responsibility involving varied and complex administrative and promotional work, which entails the development of a diversified public recreation program throughout the County. Recreation Program Supervisors' work is subject to recreation program policies outlined by the Assistant Director and Director. General supervision is exercised over all recreation or athletic activities in an assigned area.

**ADA REQUIREMENTS:** This is light work requiring the exertion of up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and a negligible amount of force constantly to move objects; work requires balancing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, fingering, and grasping; vocal communication is required for expressing or exchanging ideas by means of the spoken word, and conveying detailed or important instructions to others accurately, loudly, or quickly; hearing is required to perceive information at normal spoken word levels, and to receive detailed information through oral communications and/or to make fine distinctions in sound; visual acuity is required for depth perception, night vision, preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, use of measuring devices, assembly or fabrication of parts at or within arms length, operation of machines, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions.

**EXAMPLE OF WORK:** (Illustrative Only)

Plan, develop, schedule, implement and evaluate a diversified athletics or cultural program within a designated area of the County;

Coordinate assigned program area activities with other County recreational programs;

Meet and advise community groups on the organization of recreation programs;

Assist in publicizing recreational activities by preparing news releases and speeches;

Recruit, train, and review the work of recreation and athletic referees and instructors;

Investigate complaints concerning programs and personnel, and recommends appropriate action;

Obtain the use of facilities for activities;

Supervise operation of playgrounds and associated events;

Order supplies for playgrounds, workshops, sports leagues and classes;

Oversee the compilation of statistics and other reports on recreation programs;

Oversee the preventive maintenance of equipment in assigned program area;

Work with the private sector for co-sponsoring of special events;

Assist with preparation of activity budget.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Good knowledge of modern principles and practices of recreation activities; some knowledge of physical education practices; some knowledge of public relations techniques; ability to plan and supervise the work of others; ability to speak effectively; initiative and resourcefulness; ability to establish and maintain effective working relationship with coworkers, supervisor, officials, agencies, and the public; working knowledge of personal computers and pertinent applications; regular and timely attendance; performance of duties in a safe manner.

ACCEPTABLE EXPERIENCE AND TRAINING: Bachelors degree from an accredited four year college or university in recreation or related field; or any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

ADDITIONAL REQUIREMENTS: Possession and retention of a valid motor vehicle operator's license issued by the State of Delaware. All motor vehicle violations must be reported to supervisor immediately and a good driving record is required to retain position. Must pass testing for substance abuse and criminal background investigation. Direct deposit of pay required.

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Employee Acknowledgment

REV. 12.10.91

REV. 7.1.94

Rev. 07/00