

Town of Perinton

Job Title:	Recreation Supervisor	Job Category:	Civil Service
Department:	Recreation	FLSA Status:	Exempt
Group:	Recreation & Parks	Location:	Perinton Community Center
Reports to:	Recreation Director	Salary Range:	\$47,588 - \$57,892
Job Summary			
<p>This Recreation Supervisor position is a supervisory position involving the responsibilities of planning, directing, and implementing various programs and facilities. Examples of responsibilities include coordination of programs and events, oversight of facilities, management of staff, budgeting, marketing, customer service, and other appropriate duties. The employee reports directly to, and works under, the general supervision of a Recreation Director or other higher-level staff member. Does related work as required.</p>			
Job Description			
<p>QUALIFICATIONS AND EDUCATION REQUIREMENTS</p> <p>Candidates must be on reachable on the Monroe County Recreation Supervisor Civil Service list (OC-67157) or be appointed to a Recreation Supervisor or transferrable civil service title. Documentation from Monroe County Civil Service confirming a title and eligibility would be preferred.</p>			
<p>ROLE AND RESPONSIBILITIES</p> <p>Recreation Supervisor</p> <ul style="list-style-type: none"> • Coordinates, implements, and evaluates a wide variety of programming • Coordinates facility reservations • Oversees a diverse range of special events • Manages part-time staff that fall within realm of responsibilities • Interacts with community members and provides excellent customer service • Works in a collaborative, team environment to support all functions of the department 			
<p>KNOWLEDGE, SKILLS & ABILITIES</p> <ul style="list-style-type: none"> • Strong customer service and communication skills • Self-Motivated • Proficient in Microsoft Office Suite • Excellent organizational skills • Innovative 			
Posting Dates	February 10, 2023-February 20, 2023		
Email Cover Letter & Resume	Nina Cypher Human Resources, Town of Perinton ncypher@perinton.org		