

DEPARTMENT: NORTH TONAWANDA DEPT. OF YOUTH, RECREATION & PARKS
CLASSIFICATION: COMPETITIVE
APPROVED: SEPTEMBER 15, 2008

YOUTH CENTER SUPERVISOR
(North Tonawanda)

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for planning, organizing, and supervising all Youth Center programs, as well as training, scheduling, and supervising all Youth Center staff. The incumbent is responsible for the efficient and economical maintenance and operation of a Youth Center including supervising tasks in connection with the maintenance and repair of recreational facilities, related buildings, grounds and programs. Work is performed under the general supervision of the Recreation Supervisor with considerable leeway allowed for planning and carrying out assignments in accordance with established policies, procedures and regulations. Supervision is exercised over all personnel assigned to the Youth Center. Does related work as required.

TYPICAL WORK ACTIVITIES:

1. Plans, schedules and conducts all Youth Center programs, including special events and activities for youth and community service projects;
2. Trains, schedules, and evaluates all Youth Center staff;
3. Consolidates reports on participation in activities and prepares related reports;
4. Trains, schedules, and supervises Youth Employment Training Program employees at the Youth Center;
5. Schedules and supervises Youth Court and City Court Community service assignees;
6. Conducts tours of the Youth Center;
7. Performs informal counseling and serves as a liaison between young persons and a variety of youth services agencies;
8. Refers clients to appropriate public or private community agencies and specialized types of assistance;
9. Assists in purchasing, budget preparation, etc. for the Youth Center;
10. Prepares correspondence and reports as necessary;
11. Assists with monitoring and evaluating funded youth service projects;
12. Supervises and coordinates all maintenance and repair activities of the Youth Center, recreational facilities, related buildings, and grounds;
13. Maintains records and prepares reports regarding programs, projects, buildings and grounds maintenance, repair, personnel and facility programs, etc.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of recreational and youth programming; good knowledge of the organization and conduct of recreational activities and youth service; working knowledge of adolescent behavior; good knowledge of planning and equipping recreation facilities and areas; good knowledge of public information and public relations techniques; good knowledge of practices, tools and materials used in the maintenance and repair of buildings, grounds and equipment; good organizational skills; ability to plan, organize, promote and evaluate recreational programs; ability to plan and supervise the work of others; ability to establish and maintain rapport with young people; ability to prepare budgets, operating reports and a variety of other reports relative to program activities; ability to communicate effectively both verbally and in writing; ability to foster a spirit of goodwill and cooperation toward/in the community; leadership; neatness in appearance; reliability; tact and courtesy; good judgment; integrity; physical condition commensurate with the demands of the position.

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YOUTH CENTER SUPERVISOR CONTINUED

MINIMUM QUALIFICATIONS: Candidates must meet one of the following:

1. 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 in a Business related field, Public Administration, Recreation, or Physical Education **and one of the following areas of experience:** one (1) year of full-time paid experience working in a recreation, athletics, physical education or youth program; or two (2) years of full-time paid administrative or first-line supervisory experience with at least ten (10) seasons of experience as a coach, recreation aide, recreation attendant, or recreation leader in a recognized recreation program.*
2. Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an Associate's Degree in a Business related field, Public Administration, Recreation, or Physical Education **and one of the following areas of experience:** three (3) years of full-time paid experience working in a recreation, athletics, physical education or youth program; or four (4) years of full-time paid administrative or first-line supervisory experience with at least ten (10) seasons of experience as a coach, recreation aide, recreation attendant, or recreation leader in a recognized recreation program.*
3. Graduation from high school or possession of an equivalency diploma **and one of the following areas of experience:** five (5) years of full-time paid experience working in a recreation, athletics, physical education or youth program; or six (6) years of full-time paid administrative or first-line supervisory experience with at least ten (10) seasons of experience as a coach, recreation aide, recreation attendant, or recreation leader in a recognized recreation program.*

NOTE: * Verifiable part-time and/or volunteer experience must be verified in writing on official organization letterhead from the recreation program director. In order to qualify, the candidate must have acted in a responsible leadership capacity supervising children's activities in an organized youth program.