

JOB POSTING

Parks & Recreation Department



Title: Recreation Supervisor (FT)

Starting Salary: \$27.34 to \$31.03 per hour

Location: Ogden Community Center

Posted: 5/8/2025

Deadline: 5/23/2025 or until filled

Ogden Parks and Recreation seeks a qualified candidate for a Recreation Supervisor. This is a full-time position, with benefits; Hours will vary according to programming needs and may include time scheduled weekdays between 7am-9pm and/or weekends 8am-3pm.

Description of Duties:

This is a professional recreation position responsible for planning, organizing and supervising one or more specific program at a recreation facility. The employee reports directly to, and works under, the general supervision of a Parks and Recreation Director and Assistant Recreation Director. General supervision is exercised over recreation staff such as Recreation Leaders and Recreation Assistants.

If candidate doesn't have a current civil service competitive status as a Recreation Supervisor, this will be a Provisional appointment. As a condition of provisional employment, the employee must take the next civil service exam for Recreation Supervisor and be reachable on the Civil Service list of eligible candidates.

Typical Work Activities: (Not all listed activities may be performed; other related activities may be performed although not listed)

- Responsible for the planning and implementation of programming and special events.
- Assures that assigned areas of responsibility are performed within the department's budget.
- Coordinates team effort in carrying out operating principles.
- Responds to public inquiries, provides information within scope of knowledge and position. Works with various civic groups, and schools for the purpose of successful quality programming for the Town of Ogden.
- Maintains inventory of supplies and equipment, prepares and submits requisitions for necessary supplies.
- Assists Assistant Director in developing short and long range plans, including promotional activities for recreation programs. Prepare and submit press releases, advertisements, and public postings.
- Supervises recreation programs, and sports leagues which may include weekends and evenings.
- Ensures all fields and facilities are prepared and set up properly for implementation of recreation programs or special events.
- Provides programming information and generates ideas to be placed on the web site.
- Administrative office duties (sending emails, answering phone, handling registrations, etc.)

Minimum Qualifications: Graduation from high school or possession of an equivalency diploma, plus EITHER:

(A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in Recreation, Parks and Recreation, Recreation and Leisure, or a closely related field; OR,

(B) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree, plus one (1) year paid or volunteer* full-time or its part-time equivalent experience in recreation or related activities,** OR,

(C) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree in Recreation, Parks and Recreation, Recreation and Leisure, or a closely related field, plus two (2) years paid or volunteer* full-time or its part-time equivalent experience in recreation or related activities**, OR,

(D) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree, plus three (3) years paid or volunteer* full-time or its part-time equivalent experience in recreation or related activities**, OR

(E) Four (4) years paid or volunteer* full-time or its part-time equivalent experience in recreation or related activities**, OR,

(F) An equivalent combination of education and experience as defined by the limits of (A), (B), (C), (D) and (E) above.

NOTE: A Bachelor's degree in fields other than those listed in (A) will not be considered as an acceptable substitute for the required one (1) year of work experience.

*Volunteer experience must be documented by the participating agency. Employment dates, average number of hours worked per week, and job duties must be included.

**Employment as a program director or instructor of physical education, music, studio arts, dance, dramatics, or similar activities will be considered as a related activity.

Applications are available from the Receptionist at Ogden Community Center, 269 Ogden Center Rd., Spencerport or online at www.ogdenparksandrec.com

Interested candidates should send an application and resume by mail to:

Andrea Hansen, Director
Town of Ogden Parks and Recreation
269 Ogden Center Road
Spencerport, NY 14559

Email to: ahansen@ogdenny.com
For an Employment Application, Click [HERE](#)