

OFFICE OF THE
VILLAGE ADMINISTRATOR



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Posting Date: December 8, 2023

Job Announcement – Recreation Supervisor

The Village of Larchmont is located in Westchester County, New York, on the Long Island Sound. The Larchmont Metro North Train Station provides direct commuter rail service to New York City and Connecticut. At 1.1 square miles and a population just over 6,600 residents, the Village government provides a full range of services including: police; fire, justice court, library, public works, water, parks & recreation, building inspection and land use administration. For a small Village, Larchmont has a robust inventory of parks and open space. The Village's crown jewel of parks, Flint Park, is undergoing a comprehensive renovation which will include new playing fields, updated paddle and basketball courts, new playground as well as renovations to the public restrooms. The Village owns 7 parks and 1 conservation area. Within those parcels is a variety of passive and active recreation spaces, playgrounds, sports fields, walking paths and event spaces.

The Village of Larchmont is seeking an experienced recreation professional to serve as the Recreation Supervisor. Under the supervision of the Village Administrator, the Recreation Supervisor is responsible for planning, coordinating and overseeing the Village's recreation programs, services and events. The selected candidate will manage the annual summer camp, permitting process of the fields and facilities, maintain the Recreation Department's webpage, and create & disseminate marketing material for the various programs and events. A strong candidate will display their ability to maintain important relationships with the numerous community stakeholders vested in the Village's recreational opportunities, including the school district, local sports organizations, the Village Recreation Committee and the residents at large. In addition to a new website platform, the Village is actively looking to modernize the permitting, registration and scheduling systems, the ideal candidate will have had experience in evaluating and implementing recreation software systems.

Required Knowledge, Skills, Abilities and Attributes: This position is a competitive class as defined by Civil Service rules and as such all candidates must either currently hold the title of Recreation Supervisor or meet the minimum qualifications (see attached) to be appointed provisionally, take the civil service exam and be reachable on the list. In addition, the ideal candidate must really enjoy the work they do, be energetic, enthusiast, creative, have the ability to express him or herself clearly; ability to organize materials and work semi-independently; ability to get along well with others. Additional qualities include honesty; courtesy; and tact. Prior experience in highly customer service-oriented positions and event planning are desired.

Salary & Benefits: \$70,000 - \$95,000 commensurate with skills, education and experience. A generous fringe benefit package is also included.

To Apply: Interested candidates should send a resume, cover letter and three professional references, to Justin Datino, Village Administrator. Submission requested via email at administrator@larchmontny.gov

Deadline: Applications will be accepted until the position is filled.

The Village of Larchmont is an Equal Opportunity Employer.

RECREATION SUPERVISOR

DISTINGUISHING FEATURES OF THE CLASS: Under the general supervision of the Superintendent of Recreation or a higher level administrator, an incumbent of this class has specific responsibility for the organization, administration, planning, promotion, development, coordination, training and supervision of one or more major segments of the recreation and/or parks department programs. This includes responsibility for agency-wide recreation programs and operations in specified localities, in a specialty activity, or, for operating services of a general type, i.e., playgrounds, recreation centers, mobile recreation units, roving leaders, or counseling services, outdoor recreation, special population groups, athletics and sports, aquatics, arts and crafts, cultural arts, drama, dance, etc. with reference to their general scope and to specific applications. A Recreation Supervisor may be expected to spend some time in a leadership role for particular programs and activities. Supervision, either direct or general, is exercised over subordinate professional, paraprofessional, clerical and seasonal personnel. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Plans, develops, implements and promotes a specialized activity phase of recreation on a community-wide basis;

Administers a major segment/facility of the municipal recreation program;

Plans, organizes, promotes and directs specific recreation activities and specific events;

Assists in the administration and organization of the total comprehensive recreation program;

Supervises, trains and evaluates subordinate staff personnel;

Supervises and assists with the maintenance of facilities and equipment;

Prepares publicity/promotions for assigned portion of the program;

Represents the department at meetings with other community organizations;

Prepares special reports for the Superintendent regarding needs and effectiveness of services in assigned area;

Organizes and directs the program of a recreation center;

Acts as a Sports Official when needed;

Uses computer applications such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of the theory, principles, objectives, and professional practices of public parks and recreation services; good knowledge of the purpose, use and benefit of sports, games, arts and crafts, dramatics, dancing, music and other activities in a municipal recreation program; familiarity with the methods and procedures involved in public agency administration and personnel practices, interviewing and employment procedures; familiarity with planning and equipping recreation facilities and areas; familiarity with community organizations; ability to effectively plan, organize, promote and conduct recreation activities and programs; ability to realistically assess resources and facilities; ability to understand the function, design and maintenance of park and recreation areas and facilities; ability to supervise and train subordinate professional and non-professional personnel; ability to lay out and plan the work of others; ability to communicate effectively, both orally and in writing; ability to exercise professional judgment in problem-solving and evaluation; ability to work with others and guide subordinate personnel; ability to assume a position of leadership; ability to inspire confidence and enthusiasm, to mix readily with various groups and to maintain effective relationships with associates, participants, and the public; ability to maintain records and make reports; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software; ability to read, write, understand and communicate in English sufficiently to perform the essential functions of the position; sound professional judgment; good observation; mental alertness; conscientiousness; initiative; patience; tact; resourcefulness; creativity; reliability; physical condition commensurate with the duties of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Either: (a) a Bachelor's Degree* and three (3) years of work experience where the primary function was the conduct of recreation services, activities, or programs or the operation of recreation facilities; or (b) a Bachelor's Degree* in Recreation, Parks Resources, Leisure Services, Physical Education or related field and one (1) year of work experience as described in (a) or (c) a Master's Degree* in Recreation, Parks Resources, Leisure Services, Physical Education or related field.

SUBSTITUTION: Possession of a current Certified Park and Recreation Professional (CPRP) certification issued by the National Recreation and Park Association or one of its authorized and recognized affiliates will substitute for the specialized Bachelor's Degree cited in (b) above.

*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Department of Education as a post-secondary, degree-granting institution.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS:

In accordance with the Safe Schools Against Violence in Education (SAVE) legislation, Chapter 180 of the Laws of 2000, and by the Regulations of the Commissioner of Education, candidates for appointment in school districts must obtain clearance for employment from the State Education Department prior to employment based upon a fingerprint and criminal history background check.

Towns, Villages,
Cities of Rye & Peekskill
School Districts
J. C.: Competitive
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Job Class Code: 0265/S265