



CITY OF BEACON
One Municipal Plaza
Beacon, NY 12508
845.838.5000
www.BeaconNY.gov

*****JOB ANNOUNCEMENT*****

The City of Beacon is accepting applications for **one (1) Full-time Recreation Supervisor** in the **Recreation Department**.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a high school equivalency diploma and:

- EITHER: (A) Bachelor's degree;
OR: (B) Four (4) years full time work experience in planning, conducting, and/or directing recreation activities, two (2) years of which must be in a supervisory or administrative capacity;
OR: (C) Any equivalent combination of education, training and experience within the limits of (A) and (B) above.

PERFORMANCE DUTIES, KNOWLEDGE, SKILLS, AND ABILITIES:

This is an administrative position having responsibility for the general oversight of a community recreation program to insure optimum and equitable use of community recreation facilities. Where the program is limited in scope, the Recreation Supervisor may spend a large percentage of time directing specific programs or activities. This work is performed under the general direction of the municipal legislative body, the municipal chief executive, or local committees, with wide latitude permitted for the exercise of independent judgment. Supervision may be exercised over subordinate recreation personnel. Incumbent should have knowledge of the theory and practices governing the administration of a community recreation program; knowledge of the equipment, personnel, activities and facilities necessary to carry out a community recreation program; ability to develop practical and imaginative solutions to a variety of issues dealing with a community recreation program; ability to promote, organize and carry out recreation activities; knowledge of existing community recreation programs and opportunities available to the community served; ability to plan and supervise the work of others; Ability to communicate effectively, both orally and in writing; ability to establish satisfactory contacts with all segments of the community; personal characteristics necessary to perform the duties of this position; and physical condition commensurate with the demands of the position.

SALARY/HOURS: \$40k-\$55k annually, working forty (40) hours per week, inclusive of a paid 30 min lunch.

APPLY AT: The City of Beacon Human Resources Department, located at One Municipal Plaza, Beacon, NY 12508 or inquire by email at HR@BeaconNY.gov

Applications are accepted until October 18, 2024.

NOTE: This position is subject to a Civil Service examination.

This announcement is only a summary of the position, its duties, job requirements and compensation. Further information is available from the City of Beacon Human Resources Department. The City of Beacon does not discriminate in its employment or any other programs or activities on the basis, of sex, race, color, age, marital status, national origin, religion, disability, familial status, sexual orientation, gender identity or any other protected category. We provide reasonable accommodation for qualified individuals with a disability, if requested.

The City of Beacon is an Equal Opportunity Employer M/F/V/H