

Jurisdictional Class: Competitive; Non-Competitive for PT or Seasonal
Adopted: November 14, 1990
Revised: May 13, 2010

RECREATION DIRECTOR (COUNTY)

DISTINGUISHING FEATURES OF THE CLASS: This is important professional and administrative work involving responsibility for planning and directing a recreation program. The work is performed under the guidance of an advisory committee and/or Executive Director of the Youth Bureau with wide leeway allowed for planning a complete recreation program and assuming responsibility for final results. Immediate supervision is exercised over a recreational staff. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Plans, organizes, coordinates, and administers a variety of recreational activities including sports leagues, special events, and tournaments for the benefit of children and young persons;
Promotes the organization of recreation activities in order to secure maximum use of playgrounds and recreational areas;
Serves as a liaison with local youth commissions administering, planning, and coordinating individual or cooperative recreation programs and activities;
Responsible for bringing and setting up equipment including but not limited to kayaks, baseball/softball, basketball, soccer, or other sports equipment and materials needed for recreational activities, clinics, or events;
Coordinates and conducts training programs for recreation staff;
Evaluates program development and employee performance through field visits;
Proposes changes in rules, orders, regulations, and programs as needed;
Prepares news and publicity releases and other materials for informing the public of youth recreation programs;
Prepares annual recreation budget for the Youth Bureau, monitors expenditures of the program and requisitions materials and equipment;
Attends meetings, seminars, and workshops to update and gain information to facilitate expansion of the program;
Maintains detailed program services records and makes reports of services as requested.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:

Thorough knowledge of the theory and practices governing the administration of a recreation program;
Ability to plan, promote, and organize a wide variety of recreational activities;
Ability to plan and supervise the work of others;
Ability to write clearly and concisely;
Ability to speak before a group;
Ability to get along well with others;
Sound judgment.

Recreation Director (County)

MINIMUM QUALIFICATIONS: Either:

- (a) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in recreation, physical education, or closely related field; or
- (b) Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree with at least twelve (12) semester credit hours in recreation, physical education, or closely related field and two (2) years of experience in recreational activities; one (1) year of which must have been in a supervisory capacity; or
- (c) An equivalent combination of training and experience as outlined by the limits of (a) and (b) above.

NOTE: Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

NOTE: Assignments made to employees in this class will require reasonable access to transportation to meet field work requirements in the ordinary course of business.