

Clinton County

Jurisdictional Class: Competitive; Non-Competitive when Part Time or Seasonal
Adopted: October 30, 2007
Revised: April 23, 2010

ASSISTANT RECREATION DIRECTOR

DISTINGUISHING FEATURES OF THE CLASS: This is important professional and administrative work of a seasonal nature involving responsibility for planning and directing a recreation program. The work is performed under the guidance of a Recreation Director and advisory committee with wide leeway for planning a complete recreation program and assuming responsibility for final results. Supervision may be exercised over recreational staff. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Assists in the promotion of the organization of recreation activities in order to secure maximum use of playgrounds and recreation areas;
Assists in the plans for and organizes softball, basketball and other competitive sports leagues;
Assists in training courses for recreation leaders;
Assists in supervising the work of the recreation staff;
Assists in the supervision of public relations activities;
Assists in completing reports to the advisory committee on finances, recreation programs, facilities, public relations and project planning;
Assists in conducting staff meetings for recreation leaders;
Assists in preparing requisitions, materials, and equipment.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:

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

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

- (a) One year of education in a regionally accredited or New York State registered college or university in recreation or related field; or
- (b) One (1) year of paid supervisory experience in recreational activities; or
- (c) An equivalent combination of training and experience as defined by the limits of (a) and (b) above.