

RECREATION DIRECTOR

DISTINGUISHING FEATURES OF THE CLASS: This is a professional position involving the responsibility for planning and directing a recreation program for a town and/or village. The work is performed in accordance with policies and procedures, however, wide leeway is given for the exercise of independent judgment in the planning and execution of the recreational programs. Supervision, either direct or general, is exercised over all subordinates. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only) Promotes the organization of recreation activities; Confers with policy making body on matters of size, scope and financing of recreation program; Conducts training sessions for subordinate staff; Makes suggestions to the board or council for improving existing recreation areas; Conducts public relations activities and issues press reports on the recreation program; Purchases supplies and materials; Maintains discipline at recreational facilities; Creates and maintains schedules for hours of operation, programs, and employees; Develops Emergency plans, policies and procedures related to the operations of the recreational facilities; Prepares reports on the operations of the program and submits them to the appropriate authorities; Supervises and assists with maintenance, construction and repair of facilities and equipment; Acts as a sports official when needed; Attends meetings when requested; Assists in the hiring process; Prepares and administers budgets; and Keeps accurate accounts and records of all facilities.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Good knowledge of the theory and practices governing the administration of a community recreation program; Good knowledge of the equipment, facilities and personnel necessary to carry out a modern recreation program; Good knowledge of business practices and procedures; Ability to promote, organize and carry out recreation activities on a moderate scale; Ability to plan and supervise the work of others; Ability to get along well with children and the general public; Ability to speak in front of groups; Ability to write clearly and concisely; Tact and courtesy; Initiative; Resourcefulness; Good judgment; and Physical condition commensurate with the demands of the job.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an appropriate equivalency diploma recognized by the NYS Department of Education, AND EITHER:

- A, Possession of a Bachelor's degree, with a major in Physical Education, Recreation, Education, or Business Administration; OR
- B. Possession of an Associate's degree, with a major in Business Administration or General Studies AND two (2) years of full-time, paid experience in the field of recreation, one year of which was in a supervisory capacity; OR
- C. Four (4) years of full-time, paid experience in the field of recreation, one year of which was in a supervisory capacity; OR
- D. Any equivalent combination of training and experience indicating the ability to perform the duties of the job.

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

Note: A valid New York State driver's license is required at time of appointment and maintained during employment.

Note: May be required to obtain a NYS Certified Pool Operation Management Course must be completed upon employment and maintained during employment.

Special Note: May be required to obtain First Aid Certification which must be renewed every 2 years, as well as CPR and AED Certification which must be renewed every year.

Note: May be required to obtain and maintain a Water Safety Instructor (WSI) certification and American Red Cross Lifeguarding Basic Life Support for the Professional Rescuer Certification.

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