

**ASSISTANT RECREATION DIRECTOR**

DISTINGUISHING FEATURES OF THE CLASS: This is difficult work involving considerable responsibility in the promotion, organization and direction of community recreation activities. Work is performed under general supervision of the Director of Parks, Recreation, and Beautification Programs and direct supervision is exercised over the work of a number of subordinates.

TYPICAL WORK ACTIVITIES: *The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.*

Assists in the management of the daily operations of multiple recreational sites, museums and cultural and interpretive centers;

Serves as the Manager for Lake Superior Park during seasonal operations;

Supervises the activities of lifeguards, recreation leaders and site support staff;

May life

Plans and conducts athletic and sports activities, such as baseball, handball, ping-pong, track and field events and swimming;

Supervises the activities of recreation leaders;

Organizes basketball, softball, and other athletic leagues;

Organizes dancing and arts and crafts programs;

Requisitions materials and equipment;

Makes reports on recreation programs, facilities, public relations and projects planning;

Assists in issuing press releases or other materials to promote recreation programs;

Organizes, promotes, conducts and evaluates recreation programs, activities and special events;

Issues receipts for monies received;

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Performs routine office clerical and receptionist duties for the Parks and Recreation Office.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARAC-**

**TERISTICS:** Good knowledge of theory and practices of a comprehensive public recreation program; ability to promote, plan, organize and carry out recreational activities; ability to plan and supervise the work of others; ability to get along well with others; ability to perform basic management functions, (planning, forecasting, budgeting, organizing, and supervising) in maintaining a Recreation Program; ability to prepare written material and to express oneself clearly, both orally and in writing; neatness of appearance; reliability; resourcefulness; and good judgment.

**MINIMUM QUALIFICATIONS:** Either:

- (A) Completion of two years at a New York State recognized or regionally accredited college or university and two (2) years experience in the field of recreation; or
- (B) Graduation from high school, or possession of a high school equivalency diploma, and four (4) years of paid experience in the field of recreation; or
- (C) Any equivalent combination of experience and training as described in (A) or (B) above.

**NOTE:** Your degree or credits 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 or credits were awarded by an educational institution outside of 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: <https://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

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Last Reviewed: 1/27/97  
Jurisdictional Class: Competitive  
Public Hearing: N/A  
New York State Civil Service Commission Approval: N/A

Revised in Draft "Z" Sheila on 8/11/06  
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