

RECREATION DIRECTOR

DISTINGUISHING FEATURES OF THE CLASS: This position involves responsibility for performing administrative and supervisory functions in connection with recreation programs offered by a municipality. Incumbents will plan and organize programs and provide supervision to staff involved in recreation activities. Work is performed under general direction in accordance with established policies approved by the governing board.

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.*

Promotes the organization of recreational activities in order to secure maximum use of playgrounds, pools and recreation centers;

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

Conducts public relations activities by delivering addresses, issuing press releases and reports of recreation facilities and activities;

Supervises the activities of recreation leaders;

Organizes basketball, softball, and other athletic leagues;

Organizes dancing and arts/crafts programs;

Requisitions materials, supplies and equipment;

Makes reports on finances, recreation programs, facilities maintenance, public relations, and project planning;

Prepares operating budget for the recreation department and submits same to the governing board.

RECREATION DIRECTOR**Page 2****FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARAC-**

TERISTICS: Good knowledge of theory and practices relating to the administration of comprehensive recreation programs; working knowledge of concepts and practices used in fiscal management and budgeting; good knowledge of principles and practices used in publicity, promotion, and public relations; working knowledge of supervisory principles; ability to promote, plan, organize and carry out recreational programs; ability to plan and supervise the work of others; ability to work well with others; and ability to present ideas clearly, both orally and in writing.

MINIMUM QUALIFICATIONS: Either:

- (A) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents with a bachelor's degree or higher in business administration, public administration, recreation, education, physical education, or a related field; or
- (B) Graduation from high school or possession of a general equivalency diploma and four (4) years of experience in recreation, education, business, or public administration, or a related field; or
- (C) An equivalent combination of training and experience as described in (A) and (B) above.

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Last Reviewed:

Jurisdictional Class: Competitive

Public Hearing: N/A

NYS Civil Service Commission Approval: N/A