

0422

JURISDICTIONAL CLASS: C
GRADE: _____

APPROVED: DMF
DATE: 02/18/15

RECREATION DIRECTOR

DISTINGUISHING FEATURES OF THE CLASS: This is important professional work involving responsibility for planning, organizing and supervising one or more major segments of the community recreation program, i.e., playground, athletics, recreation center, etc., or a geographical area of the community. This position involves the supervision of specific operating playground programs, but there is also a general responsibility for planning, promoting and publicizing the general program in close cooperation with the Superintendent of Recreation. Supervision, either direct or general, may be exercised over subordinate level employees. Does related work as required.

TYPICAL WORK ACTIVITIES:

- Assists in planning for the athletic and/or playground program and for other activities as assigned;
- Prepares publicity and news releases for and assigned portion of the recreation program;
- Consults, advises and gives appropriate direction;
- Schedules and directs playground and athletic activities;
- Plans and promotes special activities or events;
- Maintains records and makes reports;
- Supervises and assists with the maintenance, construction and repair of facilities and equipment;
- Organizes the program of and directs recreation center;
- Gives instructions in one or more specialized fields of activity;
- Acts as a sports official when needed.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of Recreation Administrative Theory and Practices;

Good knowledge of planning, acquiring and equipping recreation facilities and areas;

Good knowledge of Public Administration;

Ability to promote, plan and organize recreation activities;

Sound professional judgment;

Ability to work with groups of people all ages;

Ability to speak before a group;

Ability to write clearly and concisely;

Physical condition commensurate with the duties of the position.

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, Parks Management or a closely related field; **AND** one (1) year of experience in the conduct of recreation activities or operating a recreation facility which shall have included one (1) year in a supervisory capacity; **OR**
- B) Graduation from a regionally accredited or New York State registered college or university with an Associates Degree in Recreation, Physical Education, Parks Management or a closely related field **AND** three (3) years of experience in the conduct of recreation activities or operating a recreation facility which shall have included one (1) year in a supervisory capacity; **OR**
- C) Graduation from high school, possession of a high school equivalency diploma, or possession of an Individual Education Plan diploma **AND** five (5) years of experience in the conduct of recreation activities or operating a recreation facility which shall have included one (1) year in a supervisory capacity.