

RECREATION DIRECTOR

DISTINGUISHING FEATURES OF THE CLASS: The work involves planning, organizing, and supervising a town or village recreation program. Employees of this class may be required to travel between a number of recreational facilities to ensure that subordinate personnel are present and activities are being run in an orderly manner and a pleasant atmosphere. Duties are performed under the general direction of the Recreation Commission with wide leeway allowed for the use of independent judgement in planning and conducting recreation activities. Direct supervision is exercised over subordinate recreation personnel. A Recreation Director does related work as required.

TYPICAL WORK ACTIVITIES:

- Plans, organizes, and supervises all segments of a recreation program;
- Selects personnel to conduct or provide instruction for an activity;
- Schedules activities and prepares work schedules;
- Publicizes events and activities using posters, flyers, and news releases;
- Attends Division for Youth meetings to discuss policies, activities, and availability of funds for recreation activities;
- Operates and supervises a recreation center for youth, adult, and senior citizen activities;
- Prepares reports required by the New York State Division for Youth;
- Assists in the preparation of recreation program budget.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Good knowledge of the organization and conduct of several recreational activities; working knowledge of public relations techniques; ability to plan, organize, supervise, and instruct others in the conduct of recreational activities; ability to write periodic reports and maintain elementary records; ability to communicate effectively orally and in writing; ability to maintain a budget.

MINIMUM QUALIFICATIONS:

A) Possession of an Associate Degree in Recreational Leadership or Physical Education;

OR

B) Two (2) years of experience supervising recreational activities or its part-time equivalent;

OR

C) An equivalent combination of training and experience as defined in the limits of A) and B).

NOTE: Your degree 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 was awarded by an educational institution outside 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 New York State Civil Service website. You must pay the required evaluation fee.

CATTARAUGUS COUNTY CIVIL SERVICE

Adopted: 4/14/80

Revised: 7/13/23