

SENIOR RECREATION LEADER

DISTINGUISHING FEATURES OF THE CLASS: This is responsible professional work involving directing and supervising the conduct of one or more parts of a community recreation program. This work involves responsibility for organizing and directing specific segments of the total community recreation program. Additionally, the incumbent of this position is responsible for supervision and coordination of all lower level recreation leaders and recreation assistants. Performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Plans and organizes assigned recreation programs, including all related activities and events;
Provides leadership and delegates responsibilities during planning meetings with lower level staff;
Oversees and participates in implementing assigned, planned and approved programs and events;
Plans, organizes, promotes and directs a variety of recreation activities under assigned program or programs;
Attends staff meetings to discuss the planning of activities or special problems and/or concerns;
Maintains program and activity records and makes periodic reports;
Inspects facilities and equipment to ensure proper safety and adequate supplies, and reports as needed to supervisor;
Assists with supply and equipment inventory maintenance, ordering and budgeting;
Performs related clerical functions as needed;
Assigns officials or acts as an official in athletic contests when needed;
May organize and supervise gym programs, game room programs, playground programs, tournaments, special events;
May teach classes in arts and crafts, athletics, team, group and individual games, fundamentals of play, camping, etc.;
Performs a variety of related activities as required.

Typical Work Activities are intended only as illustrations of possible types of work that might be appropriately assigned to an incumbent of this title. Work activities that do not appear above are not excluded as appropriate work assignments, as long as they can be reasonably understood to be within the logical limits of the job.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Good knowledge of the purpose, organization and conduct of a wide range of recreation activities; working knowledge of recreation administration theory, principles and practices; some knowledge of planning and organizing issues relating to community recreation programs or departments; ability to plan, organize and properly equip recreational activities; ability to coordinate and provide leadership to recreation assistants as well as recreational activities participants; ability to communicate ideas clearly and effectively to individuals and groups, both orally and in writing; ability to establish and maintain effective working relationships with a

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variety of people including children and teenagers; good judgment; dependability; tact; courtesy; initiative.

MINIMUM QUALIFICATIONS: Either

- a) Bachelors degree or higher in recreation, teaching, or a related field;
- b) Bachelors degree and one (1) year full time experience in recreation, youth and/or park service programs administration which must have included involvement with program planning and/or implementation; or
- c) Associates degree and three (3) years full time experience in recreation, youth and/or park service programs administration which must have included involvement with program planning and/or implementation; or
- d) An equivalent combination of training and experience as indicated in a), b) and c) above.

MINIMUM QUALIFICATIONS FOR PART TIME/SEASONAL APPOINTMENT:

Adequate education, experience and aptitude for leadership in recreational, youth, park service, cultural or educational enrichment activities, as determined by the Recreation Director or other Town authority.

SUBSTITUTION NOTES:

1. Teaching experience may be substituted for the above required programs administration experience on a year for year basis.
2. Seasonal experience in a position involving recreation, youth and/or park service programs administration may be substituted for full time experience on the basis of four (4) seasons to one (1) full time year.

PLEASE 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.

SPECIAL REQUIREMENTS:

1. Access to transportation is required to meet field work requirements of certain assignments made in the ordinary course of business in a timely and efficient manner.
2. When assigned to lifeguarding or waterfront duties, may be required to possess a current valid advanced lifesaving certificate, and/or basic life support cardiopulmonary resuscitation (CPR) and Standard First Aid certificates from the American Red Cross or equivalent certifying agency on the basis of standards approved by the New York State Department of Health, Bureau of Community Sanitation and Food Protection, Chapter 1, State Sanitary Code, Subpart 6-2.2(i) and the Public Health Law, Section 225.