

RECREATION DIRECTOR

DISTINGUISHING FEATURES OF THE CLASS: This is important professional work involving responsibility for planning, organizing and supervising a community recreation program, i.e., playground, athletics, recreation center, etc. This position involves the direction of operating programs, but there is also a general responsibility for planning, promoting and publicizing the general program in close cooperation with the responsible board or commission. Supervision, either direct or general, may be exercised over subordinate level employees. Performs related work as required.

TYPICAL WORK ACTIVITIES:

Promotes the organization of recreation activities to insure the maximum use of facilities;
Organizes for the use of, supervision of and maintenance of facilities;
Plans and supervises the conduct of the program;
Prepares publicity and news releases for the recreation programs;
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 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;
Performs related duties 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: Thorough knowledge of recreation administrative theory and practices; knowledge of planning, acquiring and equipping recreation facilities and areas; some knowledge of Public Administration; ability to promote, plan and organize recreation activities; ability to work with groups of people of all ages; ability to speak before a group; ability to write clearly and concisely; tact and courtesy.

MINIMUM QUALIFICATIONS: Either

- a) Bachelor's degree in recreation, education or a related field and one (1) year experience in conducting recreational activities; or
- b) Associate's degree in recreation or a related field and three (3) years experience in conducting recreational activities.

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.