

## **DIRECTOR OF RECREATION**

### **DISTINGUISHING FEATURES OF THE CLASS:**

This position involves responsibility for planning, organizing and supervising all youth and adult recreation programs as well as supervising the operation and maintenance of a City-owned recreational facility. An incumbent also coordinates use of a non City-owned facility for city recreation programs. The work is performed under the general supervision of the Superintendent of Public Works with considerable freedom allowed to exercise independent judgement in carrying out the work. An incumbent exercises direct supervision over seasonal recreation personnel as well as full-time clerical and maintenance personnel and general supervision over a Retired Senior Volunteer Program Coordinator and a Senior Citizens/Special Event Coordinator. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Plans, schedules and directs the operation and maintenance of a City-owned recreational facility consisting of playing fields, Olympic-sized swimming pool and hockey rink;

Plans, schedules, develops, organizes and directs the city's athletic and playground recreational programs;

Meets with the Senior Volunteer Program Coordinator and the Senior Citizens/Special Events Coordinator to monitor and oversee adult recreation programs conducted at the city's senior citizen housing facilities;

Meets with representatives from not-for-profit recreational facility and coordinates its use for city recreational programs;

Prepares and administers the city's recreation budget;

Researches potential grants for funding city recreational programs; writes grant applications and administers grant funding including reporting on use of funding;

Oversees the collection of money, issuing of receipts and billing relevant to the city's recreational programs;

Educates and interacts with the public regarding the city's recreation programs including writing newspaper articles, speaking to community groups and canvassing city residents regarding interest in and need for recreation programs;

Utilizes a personal computer to prepare correspondence relative to recreational program activities and inquiries;

Plans, schedules and directs the grass mowing and snow removal programs for the city's playgrounds and recreational facility;

Orients and trains seasonal recreation personnel such as lifeguards, rink guards and recreation leaders and assistants;

Referees recreational activities when necessary;

Utilizes a personal computer to maintain a variety of records regarding the city's recreation program as well as recreational facility operation and maintenance;

Reports orally and in writing to the Superintendent of Public Works as required.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Thorough knowledge of the principles and practices of recreation administration;

Thorough knowledge of principles and practices of leisure recreation;

Good knowledge of the recreation equipment and materials including those applicable to playgrounds, playing fields, pools and ice rinks;

Good knowledge of grant research, writing and administration;

Good knowledge of modern principles and practices of supervision;

Good knowledge of the principles and practices of educating and interacting with the public;

Working knowledge of the psychology and developmental needs of youth and adults;

Working knowledge of materials and equipment necessary for the maintenance of  
buildings, playgrounds, playing fields, pools and ice rinks;

Ability to plan, organize, schedule and direct recreational programs;

Ability to supervise the work of others;

Ability to prepare and administer a budget for recreation programs;

Ability to research, write and administer grants;

Ability to communicate effectively both orally and in writing including educating and  
interacting with the public;

Ability to form and maintain effective working relationships;

Physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Either:

- (a) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Bachelor's degree and two (2) years of experience planning, scheduling, developing, organizing or directing recreational programs; or
- (b) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an Associate's degree and four (4) years of experience as stated in (a); or
- (c) Graduation from high school or possession of a high school equivalency diploma and six (6) years experience as stated in (a); or
- (d) An equivalent combination of education and experience as defined by the limits of (a), (b) and (c) above.