



# Department of Human Resources & Civil Service

## Job Announcement Please Post Conspicuously

Cheryl Dinolfo  
County Executive

Brayton McK. Connard, SPHR  
Director

**TITLE:** RECREATIONAL AND VOCATIONAL COORDINATOR  
(Provisional\* Appointment)

**SALARY:** \$46,397 - \$58,842 annually

**LOCATION:** Monroe County Department of Human Services – Children’s Detention Center

### **JOB SUMMARY:**

This is a professional position responsible for planning, scheduling, implementing and overseeing group and individual therapeutic recreation and leisure sessions and vocational programs for the specific but diverse population of youth aged ten (10) years through, and including, seventeen (17) years at the Monroe County Department of Human Services – Children’s Detention Center, a 24/7 facility. Duties include assessing the needs, interests, and abilities of youth to develop programs appropriate to their specific needs, and available resources. The employee reports directly to, and works under the general supervision of the Coordinator of Children’s Center or other higher-level staff member. Provides oversight to contracted recreation staff. Does related work as required.

### **MINIMUM QUALIFICATIONS:**

Graduation from high school or possession of an equivalency diploma, plus EITHER:

- (A) Graduation from a regionally accredited or New York State registered college or university with a Master’s degree in a recreation, physical education, parks and recreation, recreation and leisure, therapeutic recreation, sports administration, leisure, or sports and leisure field plus one (1) year paid full-time or its part-time equivalent professional\*\* experience in planning, organizing and conducting activities of a recreation program, physical education or sports program (school or other), or therapeutic recreation program which must have included lead supervision or been in a supervisory capacity; OR,
- (B) Graduation from a regionally accredited or New York State registered college or university with a Bachelor’s degree in one of the fields mentioned in (A) above plus two (2) years paid full-time or its part-time equivalent professional\*\* experience as defined in (A) above, one (1) year of which must have included lead supervision or been in a supervisory capacity; OR,
- (C) Graduation from a regionally accredited or New York State registered college or university with an Associate’s degree in one of the fields mentioned in (A) above plus four (4) years paid full-time or its part-time equivalent professional\*\* experience as defined in (A) above, one (1) year of which must have included lead supervision or been in a supervisory capacity; OR,
- (D) An equivalent combination of education and experience as defined by the limits of (A), (B) and (C) above.

**\*\*NOTE:** For the purpose of these minimum qualifications, professional experience does not include clerical, secretarial, receptionist, laborer, or similar duties.

**SPECIAL REQUIREMENTS:**

Candidates for employment with Monroe County Government will be required to pass a pre-employment drug test, along with a background investigation. Failure to meet the standards may result in disqualification.

If you are appointed, you will be required to possess a valid license to operate a motor vehicle in New York State or otherwise demonstrate your capacity to meet the transportation needs of the position.

**RESIDENCY REQUIREMENT:**

Applicant must be a resident of Monroe County at the time of appointment and for at least four (4) months at the time of examination.

**APPLY ONLINE OR SEND CIVIL SERVICE APPLICATION TO:**

MONROE COUNTY DEPARTMENT OF HUMAN SERVICES  
111 WESTFALL ROAD - HUMAN RESOURCES RM.752B  
ROCHESTER, NY 14620

**Posting Date:** February 8, 2019

**Posting Deadline:** February 22, 2019

\*The term provisional means that you will be required to take the next Civil Service examination for this title, and place among the top three (3) candidates on the examination list in order to be eligible for permanent appointment.