

ASSISTANT RECREATION DIRECTOR/COMMUNITY CENTER COORDINATOR

Code No. 6-19-076
COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This is an administrative, professional and supervisory position with a Recreation Program and a Community Center Program for a Town. The employee coordinates support programs and works on confidential planning, and operations management in Recreation and Community Center Program. Further responsibilities involve planning, organizing, implementing, and supervising a community program to meet the needs of the Town. The employee reports directly to, and works under general supervision of, the Director of Recreation. General supervision is exercised over clerical, seasonal and volunteer staff. Does related work as required.

TYPICAL WORK ACTIVITIES: (All need not be performed in a given position. Other related activities may be performed although not listed.)

Assists in the organization and administration of the community recreation program;

Assists in confidential planning and budget activities for Recreation and the Community Center Program;

Assists in the planning and supervision of assigned activities and events;

Assists in the preparation and dissemination of publicity in relation to offered activities;

Assists in the interviewing, training, evaluating, and supervision of subordinate personnel;

Assists in monitoring assigned programs and providing records and reports;

Organizes and administers the Town's community recreation program, including staff supervision, assignment, evaluation and training;

Develops the community recreation program's programming including athletics, arts and crafts, ceramics, games, special events, tournaments, cultural programs, day care, etc.;

Maintains records and reports and prepares oral and written reports as required;

Assists in the preparation and establishment of the Community Center Annual Operating Budget;

Maintains scheduling of events at the center;

Attends meetings as required.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of recreation administration theory and practices; good knowledge of recreation programming and implementation; working knowledge of athletics, sports and leisure activities; working knowledge of public

information and public relations techniques; working knowledge of financial record keeping and budgeting; ability to organize; ability to plan and conduct contests, tournaments, and special events; ability to work well with all age groups; ability to improvise and originate programs; ability to maintain records and prepare reports; ability to assign, supervise and train subordinate staff and volunteers; courtesy; common sense, initiative; friendliness; integrity; reliability; resourcefulness; honesty; physical condition commensurate with the demands of the position.

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

- (A) Four (4) years paid full time or its part time equivalent experience in the planning and conducting of recreation or human service program activities, two (2) years of which involved working with youth; OR,
- (B) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree in Recreation, Education, or a human service or behavioral science field, plus two (2) years paid full time or its part time equivalent experience working with youth; OR,
- (C) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in Recreation, Education, or a human service or behavioral science field; OR,
- (D) Any equivalent combination of training and experience as defined by the limits of (A), (B) and (C) above.

NOTE: Documented volunteer experience will be accepted as a substitute for paid work experience.

SPECIAL REQUIREMENTS: Depending upon assignment, candidates for employment with Monroe County Government will be required to pass a pre-employment drug test.

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.

Candidates may be required to pass a pre-employment physical examination.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS AND BOCES: Per Chapter 180 of the Laws of 2000, and by Regulations of the Commissioner of Education, to be employed in a position designated by a school district or BOCES as involving direct contact with students, a clearance for employment from the State Education Department is required.

ADOPTED: October 7, 1999

REVISED: July 9, 2002