

## RECREATION EDUCATION COORDINATOR

Code No.: 6-18-012

COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This is a professional recreation position involving responsibility for the creative development and implementation of senior adult recreation and supplemental education programs, and for the supervision and teaching of such activities. Programs are determined by a survey of community needs and the evaluation of current and proposed programs. The employee reports directly to and works under the general supervision of a higher level employee. Employees of this class exercise direct supervision over recreation 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.)

Develops, implements and evaluates recreation/education programs such as sports, crafts, music and cultural activities for adults;

Supervises such recreation/education activities to ensure participant safety;

Directs and coordinates a senior adult program, including writing a newsletter, conducting club meetings, and planning trips, classes and other activities;

Plans and implements a variety of special activities and programs for senior adults with special needs;

Supervises volunteer and paid staff;

Provides referral information for senior adults and their related problems;

Prepares and distributes publicity material to news media and promotes community involvement in programs;

Assists in preparation of annual state aid forms;

Maintains accurate written records regarding all programs;

Transports people and equipment in town vehicles and vans;

Coordinates and assists all groups interested in recreation, additional services, and other community agencies as related to senior adults;

Attends meetings with various different recreation boards;

Participates in training seminars and conferences.

### FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Good knowledge of senior adult recreation practice and theory; good knowledge of planning, organizing and equipping a senior adult recreation/education program; good knowledge of a variety of senior adult recreational activities; working knowledge of

handicapped programming; working knowledge of the problems facing senior adults; ability to promote interest in special activities; ability to communicate well both orally and in writing; ability to work with senior adults effectively; ability to maintain accurate written records, ability to assist in the preparation of state aid forms for senior adults; supervisory ability; ability to transport senior adults in motor vehicles safely; creativity; initiative; good judgement; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in Recreation, Education, Theatre, Studio Arts, Music, Social Work, Psychology, Human Services, Sociology, or Counseling, PLUS one (1) year of full-time or its part-time paid work experience in planning and conducting senior adult recreation activities, OR in the development and implementation of treatment plans for senior adults.

SPECIAL REQUIREMENTS FOR PERMANENT APPOINTMENT:  
Possession of a valid New York State Class \*D\* Operator's license.

**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: September 19, 1980  
REVISED: December 3, 1998