

## **SENIOR RECREATION LEADER**

Code No. 4-08-078  
COMPETITIVE

**DISTINGUISHING FEATURES OF THE CLASS:** This position is responsible for providing leadership in planning, organizing and conducting recreation services and/or leisure activities for one or more specific segments of a total recreation program. This class differs from Recreation Leader by virtue of the performance of more complex recreational/leisure activities and/or less focus on program instruction and more focus on program development and implementation. The employee reports directly to, and works under the general supervision of a Recreation Supervisor or other higher-level staff member. General supervision may be exercised over Recreation Leaders, Recreation Assistants, Recreation Attendants, and volunteers. 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 with administering a balanced recreation program in a community facility;

Plans, organizes and conducts recreation activities and special events;

Maintains records of activities;

Develops periodic oral and written reports on ongoing recreation activities;

Assists with the promotion and implementation of established recreation activities and events;

Assists in the development of public announcements, bulletins, press releases and other publicity;

Oversees recreation staff in the performance of duties, including scheduling work;

Meets with local groups to inform them of the recreation activities, nutrition programs, and leisure activities available to the community;

Recruits, coordinates, trains and supervises the activities of volunteers.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:** Good knowledge of recreation theory and practices; good knowledge of a variety of games, sports, and other recreation activities and hobbies; good knowledge of record keeping techniques; working knowledge of the proper techniques of recreation activity planning; working knowledge of safety procedures; working knowledge of local community agencies; ability to promote recreation activities; ability to plan, organize, conduct and instruct a variety of recreational and sports and related activities for a community facility; ability to communicate orally and in writing; ability to work well with all types of individuals of all ages and assist with immediate basic concerns; ability to keep records; good judgment; physical condition commensurate with the demands of the position.

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

- (A) Graduation with a Bachelor's degree in a recreation and/or parks management, sports management, physical education, education, exercise science, kinesiology, hospitality and tourism management or a leisure studies field; OR,

- (B) Graduation with an Associate's degree, plus two (2) years paid full-time or its part-time equivalent experience in recreation or leisure programs, physical education, sports management, coaching organized sports, teaching, or event management; OR,
- (C) Four (4) years paid full-time or its part-time equivalent experience as defined in (B) above; OR,
- (D) An equivalent combination of training and experience as defined by the limits of (A), (B) and (C) above.

**NOTE:** Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee

**SPECIAL REQUIREMENT:** If you are appointed, you will be required to have a valid license to operate a motor vehicle in New York State or otherwise demonstrate your capacity to meet the transportation needs of the job.

Monroe County Civil Service Commission

**ADOPTED:** December 18, 1975

**REVISED:** October 5, 2006

**REVISED:** December 8, 2022