

ASSISTANT RECREATION DIRECTOR/SENIOR CENTER COORDINATOR

CODE NO. 6-19-075
COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This is an administrative, professional and supervisory position with a Parks and Recreation Program and a Senior Citizen Program for a Town. The employee coordinates support programs and works on confidential planning, budget and operations management in Parks/Recreation and Senior Center Program Operations. Further responsibilities involve working directly with senior citizens, volunteers and staff in planning, organizing, implementing and supervising a program that encompasses the recreational, emotional and health needs of this age group. The employee reports directly to and works under the general supervision of the Town Supervisor in matters relating to the Senior Center and to the Parks and Recreation Director in matters pertaining to Parks and Recreation. General supervision is exercised over clerical staff 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 Parks/recreation and Senior Citizen Program Operations;

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 recreation personnel;

Assists in monitoring assigned programs and providing records and reports;

Coordinates the Town's Senior Center;

Directs and supervises the Senior Lunch Program;

Plans and develops programming for the Senior Center;

Plans, organizes, and implements daily activities for the Senior Center;

Organizes for the best use of, supervision of and maintenance of recreation facilities;

Prepares and establishes the Senior Center budget;

Oversees maintenance of the Senior Center.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of recreation administration theory and practices; good knowledge of the community agencies that can provide services to the elderly; good knowledge of the characteristics, needs, interests and problems of senior citizens; working knowledge of athletics, sports, crafts and activities associated with a formal program; working knowledge of public information and public relations techniques; working knowledge of the principles of financial record keeping and budgeting; ability to plan and 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) Two (2) years paid full time or its part time equivalent experience in the planning and conducting of recreation or human service program activities, one (1) year of which shall have involved the elderly; OR,

(B) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's or Associate's degree in Recreation, Education, or a human service or behavioral science field, plus one (1) year paid full time or its part time equivalent experience in the planning and conducting of recreation or human service program activities that shall have involved the elderly; OR,

(C) Any equivalent combination of training and experience as defined by the limits of (A) and (B) above.

NOTE: Documented volunteer experience will be accepted as a substitute for paid work experience. Additional work experience may be substituted for the high school diploma on a year-for-year basis.

SPECIAL REQUIREMENTS: Depending on the position duties, candidates for employment with Monroe County Government will be required to pass a pre-employment drug test.

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: May 6, 1999