

DIRECTOR OF YOUTH BUREAU AND RECREATION

Code No.: 3-15-071
COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This is an administrative position in a Town responsible for planning, developing and implementing both a year-round recreation program, and a preventive and remedial youth services program. Responsibilities also include administration of all fiscal, staffing and record keeping activities. The employee reports directly to and works under the general supervision of the Town Supervisor. Duties are performed under advice and guidance from the Town Board, Town Youth Board, and Town Recreation Commission. General supervision is exercised over a recreation, youth bureau and clerical 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.)

Oversees delivery of year-round recreation services;

Prepares and recommends short-and long-range plans to meet community needs for recreation programs and facilities;

Develops, coordinates and insures preventive and remedial youth service programs;

Prepares budget request, monitors and controls approved budget, maintains appropriate financial accountings and records;

Prepares applications and claims for state and local funding;

Supervises recreation, youth bureau and clerical staff;

Supervises the maintenance of appropriate record-keeping and filing systems;

Works with all other groups and agencies concerned with recreation services and the welfare of young people;

Promotes Youth Service and Recreation programs to the community;

Establishes Recreation program goals, objectives and procedures under the direction of the Town Supervisor, Town Board, and Recreation Commission;

Establishes Youth Services program goals and objectives, procedures under the direction of the Town Supervisor and Town Board, with advice from the Youth Board.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of the principles and techniques of recreation and youth services program planning and implementation; good knowledge of the operating requirements of parks and recreation centers; ability to supervise and train recreation and youth service employees; ability to represent the Town to other public and private agencies; ability to prepare grants and claims; ability to prepare and administer a budget; ability to establish goals and

objectives as they relate to recreation and youth services; ability to evaluate existing programming and determine needs for additional programming; ability to communicate well both orally and in writing; initiative; good judgment; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: EITHER:

- (A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in Recreation, PLUS four (4) years of paid full-time or its part-time equivalent paid experience in a supervisory or administrative capacity responsible for organizing, planning, and implementing recreation or related activities* or youth** program activities***; OR,
- (B) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in Human Services or other program having successfully completed a minimum of thirty (30) college semester credit hours in the social and/or behavioral sciences, PLUS four (4) years of paid full-time or its part-time equivalent paid experience in a supervisory or administrative capacity responsible for organizing, planning, and implementing recreation or related activities*; OR,
- (C) Graduation from a regionally accredited or New York State registered college or university with a Master's degree in Recreation, PLUS three (3) years experience as defined in (A); OR,
- (D) Graduation from a regionally accredited or New York State registered college or university with a Master's degree in Human Services or other program having successfully completed a minimum of thirty (30) college semester credit hours in the social and/or behavioral sciences, PLUS three (3) years experience as defined in (B) above; OR,
- (E) Any equivalent combination of training and experience as defined by the limits of (A) and (B) above.

*Related activities is defined as employment as a program director or instructor of physical education, music, studio, arts, dance, dramatics, swimming, etc.

**Youth is defined as any person having an age of or between seven (7) and twenty-one (21).

***Youth program activities include "organized programs aimed at youth that are typically run by youth bureaus (or subcontracted to other agencies), character building organizations (Boy Scouts, Girls' Clubs, Catholic Youth Organization (CYO), YMCA, etc), churches, community organizations and social service agencies (public or private) and similar organizations that are mainly concerned with delinquency prevention or control, personal and social growth and constructive use of leisure time. It does NOT include typical classroom teaching, but may include remedial programs".

SPECIAL REQUIREMENTS:

Depending on the position duties, 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 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.

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: December 16, 1987

REVISED: May 8, 2003