

ASSISTANT RECREATION AND YOUTH BUREAU DIRECTOR

CODE NO: 6-19-077

COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This is a professional position involving responsibility for assisting an administrator in planning, organizing and implementing the recreation program of a town in accordance with the needs of the community, and coordinating the delivery of year-round youth bureau services for at-risk youth. The duties are divided between performing recreation related activities and youth bureau related activities such as coordinating staff, school care teams, and determining appropriate referral processes. This position differs from an Assistant Recreation Director position as it is involved with the functions of a town whose recreation and youth bureau units are combined into one department. The employee exercises independent judgment and initiative in the organization and supervision of the program. The employee is required to be available evenings and weekends to assist with program-related problem solving. The employee reports directly to and works under the general supervision of a Recreation Director, Director of Youth Bureau and Recreation, or other administrator. Direct and general supervision is exercised over subordinate level personnel. 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 administration of recreation and youth bureau activities as assigned;

Assists in the planning, organization and administration of recreation activities to insure maximum efficiency;

Conducts intake of youth/families and assists with crisis intervention as appropriate;

Interviews and evaluates youth, gathers information regarding problems, possible solutions and methods of prevention, and makes referrals to appropriate staff and community resources;

Assists in the selection, training, evaluation, and supervision of subordinate staff;

Plans and coordinates programs such as Positive Youth Development/Asset Building to foster positive development in youth;

Interacts with school district personnel, law enforcement officials, business leaders, service providers, and the Monroe County Youth Bureau;

Assists in long-range planning and programming for department;

Assists in the development and monitoring of the department budget;

Receives referrals from police, courts, schools or individuals to assist youth and families who

are experiencing difficulty;

Develops, coordinates, and provides preventive and intervention services for youth

Collaborates, integrates, and coordinates department services with parallel services of a school district;

Cooperates and works with all groups interested in recreation and youth services;

Represents the Director and/or administration at meetings;

Prepares and distributes publicity material, and speaks to civic groups on department programs;

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

Assists in researching and applying for funding;

Prepares periodic activity, program and financial reports, including but not limited to youth service plans, state aid claims, and required county or state youth services reports or evaluations, as requested by the Director and/or administration;

Attends in-service training institutes and conferences.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of the principles of counseling as related to youth services; good knowledge of adolescent psychology; good knowledge of athletics, sports, crafts, and activities associated with a formal recreation program; good knowledge of crisis intervention techniques; good knowledge of appropriate community and public service agencies available for referrals for assistance in problem solving; working knowledge of recreation administration theory and practices for all age groups; skill in dealing with emotionally troubled youth; ability to recognize and isolate causes and sources of behavior problems; ability to assist in the administration of a department including long range planning and budget activities; ability to supervise staff including adjusting workload and monitoring performance; ability to learn legal, court, arrest and detention procedures; ability to plan and effect a variety of youth programs, including diversionary programs for those involved in the criminal justice systems; ability to maintain records; ability to prepare reports regarding agency functions; ability to work with all age groups; ability to communicate effectively with professionals, youth, parents and staff; ability to maintain control under difficult or unusual circumstances; ability to communicate orally and in writing; organizational ability; 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 from a regionally accredited or New York State registered college or

university with an Associate's degree in Recreation, PLUS four (4) years of 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 an Associate's degree in Human Services or other field having successfully completed a minimum of eighteen (18) college semester credit hours in the social and/or behavioral sciences, PLUS four (4) years of 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 Bachelor's degree in Recreation, PLUS two (2) years experience as defined in (A) above; OR,
- (D) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in Human Services or other field having successfully completed a minimum of thirty (30) college semester credit hours in the social and/or behavioral sciences, PLUS two (2) years experience as defined in (B); OR,
- (E) Graduation from a regionally accredited or New York State registered college or university with a Master's degree in Recreation, PLUS one (1) year experience as defined in (A); OR,
- (F) Graduation from a regionally accredited or New York State registered college or university with a Master's degree in Human Services, or other field having successfully completed a minimum of thirty (30) college semester credit hours in the social and/or behavioral sciences, PLUS one (1) year experience as defined in (B); OR,
- (G) An equivalent combination of training and experience as defined by the limits of (A), (B), and (C).

*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: May 8, 2003