

RECREATION DIRECTOR

DISTINGUISHING FEATURES OF THE CLASS: This is important professional work involving responsibility for planning, organizing, and supervising the community recreation program i.e., playground, athletics, recreation center, etc. Work is performed under the general supervision of the responsible board or commission. This position involves the direction of operating programs, but there is also a general responsibility for planning, promoting, and publicizing the general program in close cooperation with the responsible board or commission. Supervision, either direct or general, may be exercised over subordinate level employees. A Recreation Director does related work as required.

TYPICAL WORK ACTIVITIES:

Plans and supervises the conduct of the program;
Develops and adheres to program budget;
Promotes the organization of recreation activities to insure the maximum use of facilities;
Organizes for the use of, supervision of, and maintenance of facilities;
Plans and promotes special activities or events;
Consults, advises, and gives appropriate direction;
Supervises and assists with the maintenance, construction, and repair of facilities and equipment;
Gives instructions in one or more specialized fields of activity;
Prepares publicity and news releases for the recreation program;
Insures the safe operation and repair of athletic equipment;
Maintains records and makes reports;
Acts as a sports official when needed; and
Performs other related duties.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES & PERSONAL

CHARACTERISTICS: Thorough knowledge of recreation administration, theory, and practices; good knowledge of planning, acquiring, and equipping recreational facilities and areas; ability to promote, plan, and organize recreation activities; ability to work with groups of people of all ages; ability to speak effectively before a group; ability to plan and supervise the work of others; ability to understand and follow oral and written directions; sound judgment; good moral character; dependability; physical condition commensurate to the demands of the position.

MINIMUM QUALIFICATIONS: Applicants must meet all requirements for one of the following qualification options in order to be approved for examination and/or appointment:

Qualification Option #	1	2	3
Training/Education	<input type="checkbox"/> Graduation from a college or university recognized by the New York State Education Department with a degree in Recreation or a related field.	<input type="checkbox"/> Associate's degree in Recreation or a related field.	<input type="checkbox"/> Graduation from high school or possession of a high school equivalency diploma.
General experience	<input type="checkbox"/> One year of full-time paid experience in the conduct and planning of recreation activities.	<input type="checkbox"/> Three years of full-time paid experience in the conduct and planning of recreation activities.	<input type="checkbox"/> Six years of full-time paid experience which shall have involved the conduct and planning of recreational activities.
Supervisory experience	<input type="checkbox"/> None required.	<input type="checkbox"/> None required.	<input type="checkbox"/> None required.
License/Certification	<input type="checkbox"/> See Note below.	<input type="checkbox"/> See Note below.	<input type="checkbox"/> See Note below.
Other requirements	<input type="checkbox"/> None required.	<input type="checkbox"/> None required.	<input type="checkbox"/> None required.

Part-time service will be given prorated credit toward experience requirements.

NOTE: Recreation Directors will receive training to be certified in CPR and first aid.

Recreation Directors – C in all divisions
 Recreation Directors, part time – NC in all divisions
 Recreation Directors, seasonal – NC Town and Village

Revised 11/29/83, 3/6/2018