

Jurisdictional Class: Competitive; Non-Competitive when Part Time or Seasonal
Adopted: February 24, 2010
Revised: December 26, 2019

RECREATION DIRECTOR

DISTINGUISHING FEATURES OF THE CLASS: This is important professional and administrative work involving responsibility for planning and directing a recreation program. The work is performed under the guidance of an advisory committee with wide leeway allowed for planning a complete recreation program and assuming responsibility for final results. Immediate supervision is exercised over a recreational staff. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Promotes the organization of recreation activities in order to secure maximum use of playgrounds and recreation areas;
Plans and organizes softball, basketball, and other competitive sports leagues;
Conducts training courses for recreation leaders;
Supervises the work of the recreation staff;
Conducts and supervises public relations activities;
Reports to the advisory committee on finances, recreation programs, facilities, public relations, and project planning;
Conducts staff meetings for recreational staff;
Requisitions materials and equipment.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:

Thorough knowledge of the theory and practices governing the administration of a recreation program;
Ability to plan, promote, and organize a wide variety of recreation activities;
Ability to plan and supervise the work of others;
Ability to get along well with others;
Sound judgment.

MINIMUM QUALIFICATIONS: Either:

- (a) Completion of sixty (60) semester credit hours from a regionally accredited or New York State registered college or university with at least twelve (12) semester credit hours in recreation, physical education, or closely related field; or
- (b) Graduation from high school or possession of a high school equivalency diploma and two (2) years experience in recreational activities and one (1) year of general supervisory experience; or
- (c) An equivalent combination of training and experience as outlined by the limits of (a) or (b) above.

NOTE: Assignments made to employees in this class will require reasonable access to transportation to meet field work requirements in the ordinary course of business.