

RECREATION DIRECTOR

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for planning, organizing and supervising the recreation program of a municipality. This position is normally seasonal or part-time and involves administrative and supervisory duties, overseeing all aspects of the recreation program including staff selection and evaluation, program development and fiscal responsibility. The class differs from that of Assistant Recreation Director in that the Recreation Director has overall responsibility for the program and supervises the Assistant Director. The work is performed under the general direction of a municipal board or a higher level municipal official. Supervision is exercised over the work of subordinates. Does related work as required.

TYPICAL WORK ACTIVITIES: The typical work activities listed below, while providing representative examples of the variety of work assignments in the title do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.

Plans and organizes a municipal recreation program developing various activities;

Develops and proposes an annual budget;

Interviews, trains and supervises staff, defines staff roles and schedules staff assignments;

Oversees various program activities and the maintenance of facilities including swimming and picnic areas, boating areas, recreation centers and other facilities;

Monitors and controls the budget;

Maintains fiscal records;

Promotes recreation programs through community contact and publicity materials;

Prepares requisitions for equipment and supplies;

Represents the Recreation Program at meetings with municipal officials, community organizations and the public;

Responds to public inquiries regarding all aspects of a municipal recreational program;

Promotes recreational programs and activities to ensure maximum participation and optimal results;

May conduct surveys and studies to assess the effectiveness of existing programs and make appropriate changes, if necessary;

May organize and conduct registration for all recreational activities;

May lead and participate in conducting a variety of recreational activities;

Keeps a variety of records and makes reports.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of youth and adult recreation programs; good knowledge of the operational requirements of parks, pools and other recreational facilities; good knowledge of athletics, sports and crafts appropriate to recreation programs; working knowledge of budget preparation and maintenance; ability to plan and supervise the work of others; ability to get along well with others; ability to prepare reports; ability to communicate effectively both orally and in writing; administrative aptitude; physical condition commensurate to 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; **OR**
- B. Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree in Recreational Leadership, Education or related field and one year of full-time, volunteer or paid, work experience in an administrative, supervisory or counselor-role in a recreational or seasonal camping program; **OR**
- C. Candidate must be at least twenty-one (21) years of age and meet the following requirement: Twenty-four (24) weeks of administrative, supervisory or counselor experience in a recreational or seasonal camping program; **OR**
- D. An equivalent combination of the training experience as indicated within the parameters of A, B and C above.

Special Requirements: If the position functions as a "camp director" of an overnight camp, summer day camp or traveling summer day camp as defined in the New York State Sanitary Code, appointee must meet all relevant requirements of the Sanitary Code and be approved prior to appointment by the local permit issuing official in the health department. In cases where incumbents perform duties in a specialty area that require a special license or certificate, possession of such license or certificate is required at time of appointment.

ULSTER COUNTY
5440 REC DIR

Adopted: July 17, 1990
Revised: May 16, 1995
Revised: June 15, 1995
Revised: May 22, 2000
Revised: April 5, 2005