

RECREATION DIRECTOR

Location: Village of Waverly
Classification: Competitive
Salary: To be determined
Adopted: Revised 11/96; 9/10, Tioga Co. Personnel & Civil Service

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class is responsible for planning and directing a recreation program for a town and/or village. The work is performed in accordance with the policies outlined by the local recreation commission and youth bureau. The incumbent functions under the general supervision of the Village Mayor, and recreation commission, with wide leeway allowed for planning a comprehensive recreation program. Supervision is exercised over the work of a recreation staff which may include recreation leaders, recreation attendants and lifeguards. Work is performed during various hours, including weekends.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Promotes the organization of recreation activities;
- Confers with policy making body on matters of size, scope and financing of recreation program;
- Conducts training sessions for recreation leaders;
- Makes plans for improving existing recreation areas and parks;
- Conducts public relations activities by delivering addresses and issuing press reports on the recreation program;
- Provides supervision over the recreation staff in carrying out program objectives;
- Purchases supplies and materials;
- Maintains discipline on playgrounds;
- Prepares reports on the operations of the program;
- Prepares and administers recreation grants and/or projects.

FULL PERFORMANCE, KNOWLEDGE, SKILLS AND ABILITIES: Good knowledge of the theory and practices governing the administration of a community recreation program; good knowledge of the equipment, facilities and personnel necessary to carry out a modern recreation program; ability to promote, organize and carry out recreation activities on a moderate scale; ability to plan and supervise the work of others; ability to prepare grants; ability to get along well with children and the general public; ability to communicate effectively, both orally and in writing; initiative; resourcefulness; physical condition commensurate with the demands of the position. Must be flexible in order to work various times of the day, including weekends.

MINIMUM QUALIFICATIONS (EITHER):

- a) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in Recreation, Sports Management, Physical Education, Education, or closely related field; **OR**
- b) Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree in Recreation, Sports Management, Physical Education, Education, or closely related field and two (2) years of full-time paid work experience or its part-time equivalent (or verifiable volunteer experience) in an administrative, supervisory or counselor capacity for a recreational or seasonal camping program; **OR**
- c) Graduation from high school or possession of high school equivalency diploma and four (4) years in an administrative, supervisory or counselor capacity for a recreational or seasonal camping program; **OR**

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- d) An equivalent combination of the training and experience as defined by the limits of (A), (B) and (C) above.

SPECIAL REQUIREMENTS:

Possession of a valid driver's license is required at time of appointment.

Candidate may be subject to a criminal background check prior to appointment.

Candidate will be required to obtain certification in AED (Automated External Defibrillator), CPR and First Aid within one (1) year of appointment.