

**PLEASE POST - AMENDED**

**#2022-17**

**JOB OPENING**

TITLE: **Director of Recreation I (Provisional/Permanent)**  
DEPARTMENT: Youth & Recreation  
SALARY: \$75,000/year  
SHIFT: 9:00 am through 4:30 pm  
DATE: July 19, 2022

**DISTINGUISHING FEATURES OF THE CLASS**

The work involves directing and supervising a community recreation program to provide directed leisure time activities and effective use of community recreation facilities. This is important professional and administrative work in the field of recreation as the administrator of the recreation program. It involves the responsibility for planning and implementing a recreation program suitable to the interest and needs of the community, including the planning for and the utilization of desirable facilities. This position may involve the leadership, supervision, and coordination of a large number of professional and non-professional recreation personnel; does related work as required.

**DUTIES AND RESPONSIBILITIES**

Plans and organizes a community recreation program covering directed activities and use of facilities in accordance with established recreational practices and departmental policies;  
Develops program by contacting and conducting meetings with private and public groups for participating and to organize and schedule events;  
Supervises the conduct of activities and the operation and maintenance of equipment through inspections, approval of activities, and reports;  
Acts as an official at events;  
Supervises the work of employees by assigning and scheduling work, training and developing staff, recommending selection and termination, and evaluating their performance;  
Promotes program through the preparation and issue of publicity material;  
Speaks to private and public groups on program, attends conferences, and panel discussions;  
Secures sponsors for events;  
Performs such other administrative duties as the preparation and maintenance of budgets;  
Evaluates community needs;  
Prepares reports;  
Conducts research;  
Coordinates program with other agencies;  
Confers regularly with administrative officials on progress of program, specific problems, budget requests, purchasing of supplies and development of the program.

### KNOWLEDGE, TRAINING AND EXPERIENCE

Thorough knowledge of recreation theory and practices; thorough knowledge of the organization and operation of recreation activities and equipment; working knowledge of municipal administration; ability to promote, plan and organize municipal recreation activities; ability to express oneself clearly and concisely both orally and in writing; ability to plan and supervise the work of others; administrative ability; sound professional judgement; ability to work well with the public and with groups of all ages; initiative; tact; resourcefulness; industry; dependability; physical condition commensurate with the demands of the position.

### MINIMUM QUALIFICATIONS

- a. Graduation from a recognized college or university with a Masters Degree in recreation or allied field, and one (1) year of recreation of experience in a public or private organization or public entity; OR
- b. Graduation from a regionally accredited or NYS registered four (4) year college or university including major specialization in recreation or allied field, and two (2) years of recreation experience in a private organization or public agency; OR
- c. An equivalent combination of training and experience as defined by the limits of (a) and (b) above.

NOTE: Verifiable part-time and/or volunteer experience will be pro-rated toward meeting full-time experience requirements.

**IF INTERESTED, PLEASE SUBMIT AN ORIGINAL APPLICATION, RESUME, AND COPY OF DRIVERS LICENSE TO THE PERSONNEL DEPARTMENT.**