

Notice of Job Opening

Position: **Community Center Director**

Applicants must meet the requirements outlined in the enclosed job description.

PLEASE NOTE: This position is in the competitive class and will be filled on a provisional basis pending the outcome of the civil service examination.

Department: Recreation

Number of Vacancies to be filled: 1

Rate of Pay: \$35,500 - \$53,300 annually
Commensurate with qualifications and experience

Schedule: Monday – Friday 12:00 PM – 9:00 PM

Application Deadline: **Until Filled**

All applicants must submit an application online via jobs.albanyny.gov to be considered for the job opening.

Residency Requirement: YES

Per City Code § 62-1, all individuals hired by the City of Albany municipal government must be or become residents of the City of Albany within 180 days of hire. Failure to move into the City shall be deemed a voluntary resignation.

The City of Albany is an Equal Opportunity /Affirmative Action Employer.

Repost on Monday, March 13, 2023

COMMUNITY CENTER DIRECTOR

DISTINGUISHING FEATURES OF THE CLASS: The work of a Community Center Director involves: supervision and direction of the recreation programs, activities and events at a Community Center. The incumbent may be expected to spend some of the time in a specific leadership role. The work is performed under the general supervision of the Recreation Program Coordinator. Supervision is exercised over the work of Recreation Aides, seasonal and contracted program staff.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Assists in the operation and maintenance of the Community Center and/or Youth Center facility;
- Exercises professional judgment and responsibility in the conduct of the specialty activities for various age groups;
- Enforces the rules and regulations of the Community Center and/or Youth Center;
- Incorporates the activity into an acceptable total philosophy of recreation, and interprets this to the participants and to the general public in an effort to motivate expanded interest in the activity;
- Assists other recreation leadership staff in working with the specialized activity to meet the specific interests of people in the community;
- Trains and supervises assigned professional staff and volunteers in the activities and related services;
- Does related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:

- Thorough knowledge of both theory and practices of a particular hobby, specialty or recreational interest, including equipment and materials utilized;
- Working knowledge of community organization and supervisory techniques;
- Ability to plan, organize and promote recreation activities;
- Ability to assess resources and facilities realistically;
- Ability to communicate effectively with groups and individuals;
- Ability to establish and maintain good working relationships with others;
- Ability to supervise and guide subordinate personnel;
- Ability to exercise good judgment in problem solving and evaluation;
- Physical condition commensurate with the demands of the position.

SEE REVERSE SIDE

MINIMUM QUALIFICATIONS: Either:

- (A) Graduation from a regionally accredited college or university or one accredited by the NYS Board of Regents to grant Associate's Degrees and one (1) year experience in recreation, community service work, education or any other activity involving service to youth.; **OR**
- (B) Graduation from high school or possession of a high school equivalency diploma and two (2) years of experience in recreation, community service work, education or any other activity involving service to youth.; **OR**
- (C) An equivalent combination of training and experience as defined by the limits of (A) and (B) above.

Revised: 4/18/79
3/18/87
11/15/89
10/25/00
4/28/22