

RECREATION ADMINISTRATOR
Arbor Hill Community Center

DISTINGUISHING FEATURES OF THE CLASS: Incumbents of this class are responsible for a major recreational facility and/or program activities or services. This is an important professional position with specific responsibility for the promotion, execution and administration of a comprehensive recreation program. The Administrator reports to the Deputy Commissioner of Youth and Recreation. Supervision may be exercised over a number of annual, part-time or seasonal recreation aides.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Plans recreational programs such as basketball, swimming, computer games, weight lifting, etc., at a recreational facility;
- Evaluates all programs in area to which assigned, preparing reports and recommendations, as required;
- Develops for approval and participates in the preparation of annual facility budget for the recreation programs;
- Maintains and controls facility budget;
- Performs actual program leadership for various programs from time to time;
- Directs and supervises the year-round operation and maintenance of a recreational facility;
- Recruits, trains, directs and evaluates seasonal and annual staff to develop a public service attitude and to improve productivity, safety and compliance with established procedures for improvement of operations and maintenance;
- Maintains order and enforces rules and regulations at a recreational facility;
- Schedules sporting and special events to be held;
- Enters and retrieves information in an automated information system;
- Performs related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Thorough knowledge of the theory and practice of recreation and administration;
- Thorough knowledge of the activities and problems relating to community recreation programs;
- Thorough knowledge of the principles and practices of leisure recreation;
- Good knowledge of planning, acquiring and equipping recreation facilities;
- Good knowledge of budgetary procedure;
- Knowledge of personal computers and office equipment;
- Knowledge of several types of sports, games and related recreational equipment;

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- Ability to organize, promote, stimulate and coordinate recreation programs and special events;
- Ability to work cooperatively in a leadership capacity with the staff of the department;
- Ability to plan and supervise the work of others;
- Ability to write and communicate clearly, concisely and effectively;
- Ability to deal effectively with the public;
- Ability to read and write;
- Ability to supervise and enforce rules and regulations;
- Ability to communicate effectively with young people;
- Initiative;
- Imagination;
- Integrity;
- Courtesy;
- Tact;
- Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- (A) Graduation from a regionally accredited or New York State registered college or university with an Bachelor's Degree in Recreation or an allied field and five (5) years of paid experience in promoting, conducting and managing recreation activities and programs, or the management of a recreation area or facility, including two (2) years of supervisory experience; **OR**
- (B) Graduation from a regionally accredited or New York State registered two (2) year college with an Associate's Degree in Recreation or an allied field and seven (7) years of paid experience in promoting, conducting and managing recreation activities and programs, or the management of a recreation area or facility, including two (2) years of supervisory experience; **OR**
- (C) Graduation from high school or possession of a high school equivalency diploma and nine (9) years experience as stated above; **OR**
- (D) Any equivalent combination of training and experience as defined by the limits of (A), (B) and (C) above.

SPECIAL NOTE: A valid NYS Driver's License is required at the time of appointment and for the duration of employment.

NYSDCS: Approved 11/17/03