

RECREATION PROGRAM COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS: The incumbent is responsible for the development, implementation, organization and management of recreation programming (athletic and cultural) for city residents of various ages and abilities. This individual will be central to the management of the city operated community centers and facilities, including the supervision of staff and enforcement of policies, rules and regulations. This position involves professional administrative duties of considerable complexity. The incumbent is directly responsible to the Deputy Commissioner and Commissioner of the Department of Recreation.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Designs and implements recreation programming for various ages and abilities;
- Oversees the day-to-day operation of two community centers, including all activities and staff;
- Organizes program schedule as well as coordinating staff work schedules;
- Prepares the programming budget; manages expenditures; and prepares financial reports;
- Fosters partnerships from public to private sectors;
- Works with community groups and leaders, school staff and principals, to identify program needs and promote volunteer involvement in program implementation;
- Evaluates program delivery and effectiveness, makes recommendations for change and implements changes accordingly;
- Attends all scheduled staff meetings;
- Represents the department on programming committees, community agency boards, councils and establishes cooperative programming with other departments and human service organizations;
- 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;
- Good knowledge of personal computers and office equipment;
- Skills in collecting, organizing, analyzing and interpreting data and information;

- 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 communicate effectively both orally and in writing;
- Ability to understand oral and written directions;
- Ability to maintain orderly files and to prepare summary reports;
- 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 people of various ages and abilities;
- 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 or one accredited by the New York State Board of Regents to grant degrees with an Bachelor's Degree in Recreation Management, Public Administration, Social Science or a related field and two (2) years of paid, full-time experience in recreation management or a related field; **OR**
- (B) Graduation from a regionally accredited or New York State registered college or one accredited by the New York State Board of Regents to grant degrees with an Associate's Degree in Recreation Management, Public Administration, Social Science or a related field and four (4) years of paid, full-time experience in recreation management or a related field; **OR**
- (C) Any equivalent combination of training and experience as defined by the limits of (A) and (B) above.

NOTE:

Incumbent may be required to report to work to serve customers during emergency situations/conditions. May be assigned to report at a different time and location and to perform different duties as necessary. Also, the position may require evening and weekend hours depending on the time of year and demands of the programming schedule.