

RECREATION PROGRAM DIRECTOR

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision of the Youth Bureau Director, the incumbent is responsible for planning, directing and implementing all the recreational programs and activities of the Youth Bureau. The incumbent has wide leeway to select, train and supervise personnel, manage finances and perform public relations. This position differs from that of a Recreation Program Coordinator by virtue of the fact that a Recreation Program Director has responsibility for all City recreation programs and may act for and in place of the Youth Bureau Director as assigned. Administrative supervision is exercised over Recreation Program Coordinators and subordinate personnel.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Oversees the planning, organization and direction of all City recreational activities and programs for all age groups;
- Reviews and evaluates existing programs and recreation needs to assure maximum utilization of staff resources and available facilities;
- Selects, trains and supervises recreation personnel;
- Enforces rules and regulations governing personnel;
- Oversees playgrounds, athletic areas, municipal swimming pools and a municipal ice rink;
- Prepares, directs, controls and accounts for the fiscal management of the recreation program;
- Contacts and meets with community organizations interested in recreation programs, promotes sponsored recreation programs, and conducts public relation activities including press releases and public speaking;
- Requisitions and/or purchases necessary equipment and supplies;
- Reports to the Youth Bureau Director aspects of the program and informs him/her and other City officials on recreation needs;
- Prepares a variety of records and reports related to program activities;
- Assists the Youth Bureau Director in the formulation of policies of general application and recommends new policies for implementation;
- May act for and in place of the Youth Bureau Director as assigned;
- 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 recreation administrative theory, principles and practices;

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- Thorough knowledge of the Youth Bureau recreational programs, objectives and goals;
- Good knowledge of planning and equipping recreation facilities and areas;
- Good knowledge of public information and public relations techniques;
- Good knowledge of personal computers and office equipment;
- Working knowledge of governmental accounting and budgetary procedures;
- Ability to plan, organize, develop and promote a comprehensive recreation program;
- Ability to understand and carry out oral and written policy;
- Ability to prepare and deliver presentations in a clear, concise and articulate manner;
- Ability to plan, organize, coordinate, administer and evaluate the effectiveness of program plans and provision of services related to recreational program activities;
- Ability to prepare budgets, operating reports and a variety of other reports relative to program activities;
- Ability to analyze and organize data and prepare records and reports;
- Ability to establish and maintain effective working relationships with others;
- Ability to supervise the work of others;
- Ability to communicate effectively both orally and in writing;
- Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- (a) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Bachelor's Degree in recreation, physical education, sports management or a closely related field and one (1) year of administrative or supervisory experience in a recreation, physical education, athletics or youth program; **OR**
- (b) Graduation from a regionally accredited college or one accredited by the New York State Board of Regents to grant degrees with an Associate's Degree including 18 credit hours in the degree fields in (a) and three (3) years of administrative or supervisory experience working in a recreation, physical education, athletic or youth programs; **OR**
- (c) Graduation from high school or possession of a high school equivalency diploma and five (5) years of experience as listed in (b); **OR**
- (d) An equivalent combination of training and experience as defined by the limits of (a), (b) and (c) above.