

DEPARTMENT: TOWNS & VILLAGES
CLASSIFICATION: NONCOMPETITIVE (as Part Time)
APPROVED: 2/28/83

ASSISTANT RECREATION DIRECTOR

DISTINGUISHING FEATURES OF THE CLASS: This is moderately difficult work involving considerable responsibility for assisting the Director of Recreation in planning and organizing a recreational program. The work is performed under general supervision with considerable latitude for the exercise of independent judgement in carrying out the various phases of the recreation program. Supervision may be exercised over recreation leaders. Under immediate supervision of the Recreation Director, to assist in promoting, organizing and coordinating recreation activities; assist in administrative duties; assist in the training, instruction and supervision of recreation leaders for playgrounds, recreation areas, gyms, pools, etc.; and to do related work as required.

TYPICAL WORK ACTIVITIES:

1. Assists Director in planning for the athletic and/or playground program and other activities as assigned;
2. Maps out activity program and exercises immediate supervision over winter gym program including making of assignments, keeping time, and submitting reports on progress of activity;
3. Consults with and advises recreation leaders;
4. Schedules and directs playground athletic activities;
5. Supervises the conduct of participants using facilities under municipal charge;
6. Organizes the program of and directs recreation center;
7. Gives instructions in one or more specialized fields of activity;
8. Acts as a sports official when needed;
9. Plans and promotes special activities such as: Easter Egg Hunt, parties, exhibitions, plays, special exhibits, etc. through public media, newspaper, radio, displays, etc.;
10. Assists in issuing permits and scheduling for softball, football, gyms, picnic areas, teen center, etc.;
11. Keeps records, makes reports and performs a variety of clerical tasks;
12. Assists in promoting safety practices on playgrounds and in all activities and inspecting areas for safe playable conditions.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Working knowledge of games and other recreation activities; ability to plan and lay out work for others and secure their cooperation; teaching ability; leadership; ability to prepare accurate and clear reports; supervisory and administrative ability; willingness to work irregular hours; good judgement; neatness in appearance; physical condition to commensurate with the requirements of the position.

MINIMUM QUALIFICATIONS: Graduation from a standard senior high school or an equivalency diploma approved by New York State; and

1. One (1) year of college or university study including participation in athletics or recreation activities relating to the field;
OR:
2. One (1) year of experience in a leadership position involving recreational activities; Leadership experience is experience obtained when assigned to carry out or direct participants or subordinates in a facet of the related program;
OR:
3. Any equivalent combination of experience and training as defined by the limits of one (1) and (2).