

RECREATION COORDINATOR

TOMPKINS COUNTY

Department Town of Dryden

Classification Competitive

Labor Grade _____

Approved TB Res # _____

Revised _____

By AF, Commissioner of Personnel

DISTINGUISHING FEATURES OF THE CLASS:

A Recreation Coordinator is responsible for planning, organizing, and administering all aspects of a recreation department within a Town. The coordinator is required to spend some time in a leadership role for most activities offered by the department. Supervision is exercised over the work of all subordinate personnel. The work is performed under the general direction of the Recreation Commission and the direct supervision of the Town Supervisor. Considerable leeway allowed for the exercise of independent judgment when carrying out the day-to-day work activities. The incumbent will perform all related duties as required.

TYPICAL WORK ACTIVITIES:

- Administers the recreation and youth program for specific municipality;
- Plans, organizes, promotes and directs recreation activities and events;
- Supervise, train and evaluate the work of all subordinate recreation staff, volunteers, coaches, officials, etc.;
- Represents the recreation program at meetings with other departments, community organizations, municipalities, etc.;
- Oversees all aspects of the various programs and activities provided by the department;
- Represents the department to organizations within the community;
- Makes presentations to the Town Board with regard to the effectiveness of the department;
- Explores alternative recreation sites (recreation centers, parks, neighborhoods);
- Offers alternative activities (fun nights, social, holiday parades, tournaments);
- Trains sports officials if necessary;
- Chaperones trips and other activities sponsored by community organizations;
- Keeps records of attendance and participation;
- Schedules all recreation activities
- Distributes, collects, inventories and labels equipment;
- Maintains order and enforces rules and regulations;
- Assures the safety of participants and others involved.

CONTINUED ON THE NEXT PAGE

RECREATION COORDINATOR (CONTINUED)

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of the principles and practices involved in administering a municipal recreation program;
Good knowledge of the recreation needs of the community;
Good knowledge of the principles and practices of supervision;
Working knowledge of rules/regulations regarding local athletic leagues and safety issues;
Working knowledge of the principles and practices of budgeting;
Ability to plan, organize and promote a variety of recreation activities;
Ability to assess program needs and accomplish goals within the confines of available resources;
Ability to communicate effectively, both orally and in writing, with groups and individuals;
Ability to deal courteously and effectively with the public, boards and other town employees;
Good problem solving skills, tact, courtesy and good judgment are required;
Obtain and maintain first aid and CPR certification;
The employee's physical condition shall commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- (a) Graduation from a regionally accredited or New York state registered college with an Bachelor's degree in Recreation, Physical Education, Sports Management or a related field **AND** two years of full-time paid (or the equivalent part-time and/or volunteer) experience in a recreation program, one year of which was in a supervisory capacity; **OR**
- (b) Graduation from a regionally accredited or New York state registered college with an Associates degree in Recreation, Physical Education, Sports Management or a related field **AND** four years of full-time paid (or the equivalent part-time and/or volunteer) experience in a recreation program, one year of which was in a supervisory capacity; **OR**
- (c) Graduation from high school or possession of a high school equivalency diploma **AND** six years of full-time paid (or the equivalent part-time and/or volunteer) experience in a recreation program, one year of which was in a supervisory capacity; **OR**
- (d) Any combination of training and experience equal to or greater than that described in (a), (b) and (c).