

RECREATION DIRECTOR

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class is responsible for planning and directing a recreation program for a town and/or village. The work is performed in accordance with the policies outlined by the local recreation committee or youth board permitting wide leeway for planning a complete recreation program. Supervision is exercised over the work of a recreation staff which may include recreation leaders, recreation attendants and lifeguards. Does related work as required.

TYPICAL WORK ACTIVITIES:

- Promotes the organization of recreation activities;
- Confers with policy making body on matters of size, scope and financing of recreation program;
- Schedules and directs playground and athletic activities;
- Conducts training sessions for recreation leaders;
- Makes plans for improving existing recreation areas;
- Conducts public relations activities by delivering addresses and issuing press reports on the recreation program;
- Purchases supplies and materials;
- Maintains discipline on playgrounds;
- Prepares reports on the operations of the program;
- Prepares applications for grants to secure special programs and/or funding from a variety of sources.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of the theory and practices governing the administration of a community recreation program; good knowledge of the equipment, facilities and personnel necessary to carry out a modern recreation program; ability to promote, organize and carry out recreation activities on a moderate scale; ability to plan and supervise the work of others; ability to get along well with children and the general public; initiative; resourcefulness; good judgment; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma **AND**

EITHER (A) Graduation from a two year college of recognized standing with an Associate Degree in recreation or related field;

OR (B) Two years paid experience in the conduct of recreation activities;

OR (C) An equivalent combination of training and experience, as defined by the limits of (A) and (B) above.

Competitive Class

Revised 11/21/2001 Personnel Officer