

PARK FACILITIES AND PROGRAM DIRECTOR

DISTINGUISHING FEATURES OF THE CLASS:

This is an administrative position involving overall responsibility for planning, directing and coordinating the activities of a community recreation program to insure optimum and equitable use of community recreation facilities. In addition, the incumbent supervises, directs, and monitors all maintenance and recreational activities conducted at facilities. Work is performed under the general direction of the Town Board with wide latitude permitted for the exercise of independent judgment. Supervision will be exercised over subordinate recreation personnel.

TYPICAL WORK ACTIVITIES:

The following is indicative of the level and types of activities performed by positions in this title. It is not meant to be all-inclusive and does not preclude a supervisor from assigning activities not listed that could reasonably be expected to be performed by an employee in this title.

1. Interfaces with groups, committees, and boards and encourages a positive and respectful relationship at all times;
2. Organizes, schedules, and directs community recreational activities and sports leagues; provides guidelines to all sport league representatives;
3. Maintains overall plan and schedule of events, work schedules, and programs;
4. Conducts studies of community recreation needs and services and networks with representatives from school districts and the community to meet common recreational goals;
5. Identifies and applies for federal, state, and county grants;
6. Reports to the Recreation Commission on a monthly basis and/or as required;
7. Oversees the filing and record keeping of all facilities information and program documentation;
8. Oversees the maintenance activities at recreation facilities; inspects facilities and equipment on a regular and timely schedule to insure safety and security;
9. Promotes the organization of recreation activities; writes regular news releases, holds public information meetings and handles all matters related to publicity;
10. Maintains inventories of program and maintenance equipment; creates purchase orders for parts and equipment, as needed.
11. May oversee other facilities such as dog parks and cemeteries.

PARK FACILITIES AND PROGRAM DIRECTOR (Cont'd)

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of the equipment, personnel, activities, and facilities necessary to carry out a community recreation program;
Knowledge of program administration, including scheduling, personnel management, supervision, inventory control, and facilities management, in order to conduct a successful recreational program;
Skill in conflict management; dealing with difficult facility users and emergency situations;
Ability to promote, organize and carry out recreation activities;
Ability to establish satisfactory contacts with all segments of the community;
Ability to plan and supervise the work of others;
Ability to communicate effectively, both orally and in writing;
Personal characteristics necessary to perform the duties of this position;
Physical condition commensurate with the demands of this position.

MINIMUM QUALIFICATIONS:

Graduation from high school or a high school equivalency and:

- EITHER: (A) Completion of a Master's degree program in recreation administration, physical education or a related field AND one year of responsible supervisory or administrative experience in recreation programs;
- OR: (B) Graduation from a regionally accredited or New York State registered four-year college or university with a Bachelor's degree in any field AND two years of experience as indicated in (A).
- OR: (C) Six years experience in planning, conducting, and/or directing recreation activities, two years of which must have been in a supervisory or administrative capacity;
- OR: (D) An equivalent combination of training and experience as indicated in (A), or (B), or (C) above.

Adopted: 04/01/03
Revised: 1/16/20