



CIVIL DIVISION
CLASS SPECIFICATION

Recreation Director

DATE ADOPTED: 08/15/1979

LAST REVISION: 1/18/2023

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DISTINGUISHING FEATURES OF THE CLASS:

This is an administrative position having responsibility for planning and directing the recreation program for a county, town and/or village. The work is carried out in accordance with the policies outlined by the local recreation committee or youth board permitting wide leeway for planning a complete recreation program. This class differs from that of Assistant Recreation Director by virtue of the total responsibility for the recreation program. This work is performed under the general direction of the municipal legislative body, the municipal chief executive, or local committees. Supervision may be exercised over subordinate recreation personnel.

TYPICAL WORK ACTIVITIES:

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

1. Promotes the organization of recreation activities;
2. Confers with policy making body on matters of size, scope and financing of recreation program;
3. Conducts training sessions for recreation specialists, attendants and lifeguards;
4. Makes plans for improving existing recreation areas;
5. Conducts public relations activities by delivering addresses and issuing press reports on the recreation program;
6. Purchases supplies and materials;
7. Maintains discipline in swimming areas and on playgrounds;
8. Prepares reports on the operations of the program.

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES:

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 get along well with children and the general public;

Ability to plan and supervise the work of others;

Ability to communicate effectively, both orally and in writing;

Ability to show initiative, resourcefulness and good judgment;

Personal characteristics necessary to perform the duties of the position;

Physical condition commensurate with the demands of the position.



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MINIMUM QUALIFICATIONS:

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

- EITHER: (A) Two (2) years (30 credits equal to one year) of study at a regionally accredited or New York State registered college or university in physical education, recreation, or a closely related field;
- OR: (B) Two (2) years of responsible experience in planning or directing recreation activities;
- OR: (C) An equivalent combination of training and experience within the limits of (A) and (B) above.

NOTE: College education may be substituted for up to one (1) year of the required experience above on a year for year basis. (30 credits equals to one year.)

NOTE: Your degree or college credit must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education.

CIVIL DIVISION USE ONLY:

JURISDICTIONAL CLASSIFICATION: Non-competitive in civil divisions with populations under 5000, Competitive in civil divisions with populations of 5000 and above

REVISION HISTORY: 08/15/79, 06/01/18, 01/18/23