

SENIOR RECREATION LEADER

DISTINGUISHING FEATURES OF THE CLASS:

This is responsible work involving the organization and conduct of one or more parts of the community recreation program. This work requires extensive public contact and coordination with community agencies, i.e. schools, team sponsors, etc. In addition, the incumbent is expected to meet with members of the Recreation Commission and Town Board members on a regular basis to receive input on programming, field maintenance, and enhancements to the recreation program. This position differs from Recreation Director, which has responsibility for the maintenance and programming of community facilities; whereas the Senior Recreation Leader is responsible for the scheduling of athletic fields and facilities. This position involves supervision of subordinate level recreation leaders and recreation assistants, who may be seasonal, and the work is performed under general supervision.

TYPICAL WORK ACTIVITIES:

1. Meets with the Recreation Committee on a regular basis to evaluate programs, codes of conduct, existing facilities; brings recommendations to the Town Board to implement changes or plan for upgrades;
2. Schedules use of parks and shared playing fields for athletic team;
3. Prepares and files necessary paperwork to use gym facilities and various fields for athletic teams, and various programs;
4. Interviews and makes recommendations for hiring of seasonal personnel to the Town Board;
5. Researches, reviews and schedules special events and entertainment for seasonal programs; orders necessary supplies and completes necessary paperwork;
6. Assists in dealing with problems concerning participants, parents and school officials as they occur;
7. Distributes registration forms to schools and the public; conducts program registration, including collecting and recording fees;
8. Prepares press releases and flyers to publicize recreation programs or a particular activity;
9. Maintains inventory of supplies needed for various programs and special events, including first aid boxes; prepares purchase vouchers to order equipment and supplies;
10. Recruits and secures sponsors for applicable teams and programs;
11. Recruits volunteers and youth referees as needed;
12. Monitors budget and assists in the preparation of annual recreation budget;
13. Keeps records of equipment, monies received, supplies, activity participation; may be required to prepare oral and written reports;
14. Gives instructions to subordinate recreation personnel;
15. Does related work as required.

SENIOR RECREATION LEADER (Cont'd)

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES:

Good knowledge of the organization and conduct of one or more types of recreational activities with emphasis upon the organization and conduct of games, athletic events, and playground activities; working knowledge of recreation principles and practices; ability to promote and publicize recreation programs and special events; ability to communicate effectively and to establish good working relationships with groups and individuals; ability to arrange schedules for groups engaged in playing a variety of games and sports; ability to prepare written and oral reports; ability to keep records of activity, inventories and budget balances; ability to organize and instruct subordinate recreation leaders; personal qualities necessary to perform the duties of the position; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- EITHER: (A) Graduation from a regionally accredited or New York State recognized college or university with an Associate's Degree in Recreation Administration, Physical Education or a related field and two years of experience in the conduct of recreation activities;
- OR: (B) High School graduation and four years of 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).

NOTE: College education may be substituted for work experience on a year for year basis.(Thirty credits equals one year.)

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ADOPTED: 02/28/75

REVISED: 09/15/95 04/15/04