

Civil Division: Towns  
Jurisdictional Class: Competitive  
Town of Forestport – Non-Competitive (part-time only)  
EEO Category: Administrators  
Revised: 09/12/11

## **DIRECTOR OF RECREATION PROGRAMS**

**DISTINGUISHING FEATURES OF THE CLASS:** This position involves responsibility for planning, organizing and directing town recreation programs. The emphasis of the recreation program is on varied recreational activities for youth, but includes events and activities for all age groups throughout the year. The Director has administrative responsibilities for program planning, budget development and supervision of subordinate recreation employees. The work is performed under the general supervision of the Town Board, with leeway allowed for the exercise of independent judgment in carrying out details of the work. The incumbent performs related work as required.

### **TYPICAL WORK ACTIVITIES:** (Illustrative Only)

Develops community, social and youth recreational activities and events, including establishment of activity hours and scheduling;  
Oversees winter and summer swimming programs;  
Assigns and supervises recreation staff;  
Establishes and distributes calendar of events, listing planning activities for the year;  
Prepares and distributes publicity material and speaks to community groups;  
Plans and supervises summer playground activities, including event scheduling;  
Maintains financial records and prepares budget for the recreation program;  
Interviews and hires subordinate recreation employees for various components of the program;  
Prepares budget and reports on the operation of the program;  
Plans and supervises tennis, basketball, theater and race events;  
Establishes good working relationships with citizen groups, schools and the general public relative to ongoing or new recreation programs.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Good knowledge of recreation administration, theory and practices; ability to plan, develop and organize a recreation program; ability to publicize a recreation program; ability to meet and deal cooperatively with the public; ability to plan and supervise the work of others; ability to write and speak clearly; willingness to work evenings and weekends, as necessary.

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**MINIMUM QUALIFICATIONS:** Either:

- (A) Graduation from a regionally accredited or New York State registered college or university with an Associate Degree in recreation or a closely related field **AND** one (1) year of administrative experience in an organized recreation or athletic program, involving the supervision of others; **OR**
- (B) Graduation from high school or possession of a high school equivalency diploma **AND** three (3) years of administrative experience in an organized recreation or athletic program; one (1) year of which shall have involved the supervision of others.

Adopted: 06/12/87

Revised: 05/26/98, 09/12/11