

Civil Division: Towns, Villages  
Jurisdictional Class: Competitive - FT  
Non-Competitive – PT  
EEO Category: Administrative Support  
Revised: 07/11/05

## **RECREATION DIRECTOR**

**DISTINGUISHING FEATURES OF THE CLASS:** This position is located in a town or village. The employee in this class is responsible for the plans, administration and implementation of a community recreation program. The work is performed in accordance with the policies outlined by the local recreation committee or youth board. The employee in this position is permitted wide leeway for planning a variety of activities for a complete recreation program. Supervision is exercised over the work of a recreation staff, which may include recreation leaders, recreation attendants, and lifeguards. The employee performs related work as required.

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

Plans a community recreation program involving several types of activities and events;  
Confers with policy making body in 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;  
Plans and implements public relations activities concerning the recreation program through publicity releases and addresses to the general public;  
Purchases supplies and materials;  
Maintains discipline on playground;  
Prepares reports on the operation of the program;  
May also be responsible for operating a recreation center or sports complex.

**FULL PERFORMANCE KNOWLEDGE, 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.

**MINIMUM QUALIFICATIONS:** Either:

- (A) Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree in recreation leadership or a closely related field; **OR**

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- (B) Successful completion of sixty (60) credit hours at a regionally accredited or New York State registered college or university **AND** one (1) year of experience in the conduct of recreation activities, or similar work; **OR**
- (C) Graduation from high school or possession of a high school equivalency diploma **AND** three (3) years of experience as outlined in (B) above.

**NOTE:** Verifiable part-time and/or volunteer experience will be pro-rated toward meeting full-time experience requirements.

Adopted: 01/12/50

Revised: 09/13/85, 07/07/95, 08/17/95, 10/28/96, 11/06/96, 06/08/99, 07/11/05