

## **ASSISTANT RECREATION DIRECTOR**

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves responsibility for assisting in the planning, organizing and supervising the recreation program of a municipality. This position is normally seasonal or part-time and involves supervisory and some administrative duties related to the operation of the program. The class differs from that of Recreation Director in that the Recreation Director has overall responsibility for the program and supervises the Assistant Director. The work is performed under the general supervision of a higher level employee. Supervision is exercised over the work of subordinates. Does related work as required.

**TYPICAL WORK ACTIVITIES:** The typical work activities listed below, while providing representative examples of the variety of work assignments in the title do not describe any individual position. Incumbents in this title may perform some or all of the following as well as other related activities not described.

Assists in planning and organizing a municipal recreation program developing various activities;

Assists in developing an annual budget;

Trains and supervises staff and schedules staff assignments;

Oversees various program activities and the maintenance of facilities including swimming and picnic areas, boating areas, recreation centers and other facilities;

May oversee and coordinate the operation of the Youth Center and usage of the Center by public and/or private parties;

May assist in monitoring and controlling the budget;

May assist in the maintenance of fiscal records;

Assists in the promoting of recreational programs and activities to ensure maximum participation and optimal results;

Prepares requisitions for equipment and supplies;

Represents the Recreation Program at meetings with municipal officials, community organizations and the public;

May lead and participate in conducting a variety of recreational activities;

May assist in the organization of registration for all recreational activities;

Keeps a variety of records and prepares reports.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Good knowledge of athletics, sports and crafts appropriate to recreation programs; working knowledge of youth and adult recreation programs; working knowledge of the operational requirements of parks, pools and other recreational facilities; ability to plan and supervise the work of others; ability to get along well with others; ability to prepare reports; ability to communicate effectively both orally and in writing; administrative aptitude; physical condition commensurate to the demands of the position.

**MINIMUM QUALIFICATIONS:** Either:

- A. Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree in Recreational Leadership, Education, Human Services, Child Development or a related field; **OR**
- B. Graduation from high school or possession of a high school equivalency diploma and two (2) seasons of full-time, or its' part-time equivalent, work experience, either volunteer or paid, in administrative, supervisory or counselor-role in a recreational or seasonal camping program; **OR**
- C. An equivalent combination of training and experience as indicated in A and B above.

Note: Work experience in Recreation may be substituted for high school education as follows: One year of high school equals one season of work experience or its' part-time equivalent.

Special Requirement: In cases where incumbents perform duties in a specialty area that requires a special license or certificate, possession of such license or certificate is required at time of appointment.

ULSTER COUNTY  
0490 AST REC DIR

Adopted: July 17, 1990  
Revised: April 5, 2005