

Town of East Bloomfield
Summer Recreation Program
\$3,000 for the season

RECREATION DIRECTOR (PART-TIME AND SEASONAL)

DISTINGUISHING FEATURES OF THE CLASS: This is administrative work in the field of recreation as the administrator of the recreation programs. It involves the responsibility for planning and implementing a recreation program suitable to the interests and needs of the community, including the planning for and the utilization of desirable facilities. The Director may be expected to spend a considerable percentage of time giving specific help to particular programs and activities. This position involves the leadership, supervision and coordination of recreation personnel. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Plans ways and means to develop, finance and provide for the recreation program;
Promotes the organization and administration of recreation activities in an attempt to insure maximum efficiency;
Plans for and supervises the conduct of the programs;
Supervises the maintenance of recreational facilities;
Prepares and distributes publicity material, and speaks to civic groups on recreation;
Represents the department at meetings;
Keeps records and makes periodic reports;
Studies the needs of the community.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of recreation programs; good knowledge of planning, acquiring and equipping recreation areas; working knowledge of public administration; ability to promote, plan, and organize recreation activities under conditions where precedent is not available; ability to work with groups of people of all ages; ability to speak before a group; ability to write clearly and concisely.

MINIMUM QUALIFICATIONS:

1. Completion of 60 credit hours from a regionally accredited or New York State registered college or university; or
2. Completion of high school and four seasons of experience in the conduct of recreation activities; or
3. An equivalent combination of education and experience.

NOTE: Documented part-time or volunteer experience will be accepted on a prorated basis.

APPROVED: JULY 21, 2005

CIVIL SERVICE CLASSIFICATION: NON-COMPETITIVE