

Civil Division: Towns & Villages
Jurisdictional Class: Competitive
Revised: 06/28/02

DIRECTOR OF RECREATION CENTER

DISTINGUISHING FEATURES OF THE CLASS: This position exists in a town or village, and involves responsibility for planning, organizing and directing a well-rounded recreation program at a youth recreation or civic center. The Director has administrative responsibilities in the areas of program policy and planning, budget development and supervising subordinate employees assigned to the center. In some instances, responsibility extends to operation of an ice skating facility. The work is performed under general supervision of either a town or village administrator, a Youth Commission, Recreation Committee or Board, with leeway allowed for the exercise of independent judgement in carrying out details of the work. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Develops community, social and youth recreational, craft programs, and revenue-generating programs for the center, including establishing activity hours and event scheduling;

Plans and administers operation of the center to ensure maximum use by the public and lessees using the facility;

Oversees collection of money receipts, billing and collection of money for all recreation activities;

Establishes and posts a bulletin listing activities and calendar of events;

Coordinates with other County and State recreation and youth activities programs in the area;

Maintains communications with community residents to ensure facility programs fill their needs;

Prepares draft budget for recreation programs and center operations;

Interviews and hires subordinate recreation employees for various components of the programs;

Orders and maintains recreation supplies and equipment for the various program components at the center;

Prepares and distributes publicity materials promoting center activities;

Keeps financial and inventory records for the center;

Orders, maintains and controls audio-visual equipment and films used in conjunction with recreation programs;

Establishes good working relationships with citizens' groups, schools and the general public to on-going or new recreation programs;

Coordinates/facilitates with all town or village employees and/or agents;

Prepares a variety of records and reports;

Assigns and supervises subordinate recreation personnel;

May assign and supervise subordinate maintenance personnel;

May oversee the maintenance of the facility and adjacent parking lot areas;

May be responsible for advertising and promotional sales;

May oversee ice rink maintenance and skating time scheduling.

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FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Good knowledge of recreation administration, theory, principles and practices; good knowledge of indoor sports and recreational activities; good knowledge of the operation and maintenance of a recreation civic center; ability to set up and supply crafts pro-grams for various age groups; ability to plan and carry out recreation facility programs; ability to meet and deal with the public; ability to prepare records and reports; ability to plan and supervise the work of others; willingness to work evenings and weekends, as necessary.

MINIMUM QUALIFICATIONS: Either:

- (A) Graduation from a regionally accredited or NYS registered college or university with an Associate's 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) Successful completion of sixty (60) credit hours at a regionally accredited or NYS registered college or university **AND** two (2) years of administrative experience in an organized recreation or athletic program; one (1) year of which shall have involved the supervision of others; **OR**
- (C) Graduation from high school or possession of a high school equivalency diploma **AND** four (4) years of experience, as described in (B) above.

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

Adopted: 12/04/87

Revised: 10/28/96, 11/26/96, 12/12/96, 06/28/02