

Civil Division: Town of Paris  
Jurisdictional Class: Non-Competitive (Part-Time)  
Revised: 8/29/96

## **ASSISTANT DIRECTOR OF RECREATION**

**DISTINGUISHING FEATURES OF THE CLASS:** This position involves responsibility for assisting the Director of Recreation in planning and promoting a town recreation program. Additionally, the incumbent works closely with subordinate recreation staff and volunteers, instructing them in program operating procedures, rules and regulations and monitoring their performance. The work is performed under the general supervision of the Director, 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)

Assists the Director in developing and planning recreational activities and events;  
Distributes promotional material and listings of recreational events;  
Assists in assigning recreation staff to various program components;  
Instructs recreation staff and volunteers on rules and regulations governing recreational activities;  
Schedules officials and referees and school facilities for athletic activities and events;  
Makes on-site visit of recreational activities to evaluate staff and program performance;  
Interviews job candidates and makes hiring recommendations;  
Identifies recreation needs and interests of the community through contract with civic groups and periodic surveys;  
Inventories and purchases program equipment and supplies.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Good knowledge of sports and other recreational activities; good knowledge of program rules and regulations for athletic activities; ability to assist in developing and planning recreational activities; ability to instruct subordinates in program operational rules and procedures; ability to plan and supervise the work of others; ability to inventory and purchase supplies and equipment; ability to meet and deal with the public; willingness to work evenings and weekends as necessary.

**MINIMUM QUALIFICATIONS:** Either:

- (A) Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree in recreation or a closely related field; **OR**
- (B) Graduation from high school or possession of a high school equivalency diploma, **AND** two (2) years of experience in an organized recreation or athletic program, which shall have involved instructional or organizing responsibility; **OR**
- (C) An equivalent combination of training and experience, as defined by the limits of (A) and (B) above.

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