

Jurisdictional Class: Competitive  
Adopted: March 26, 1976  
Revised: August 20, 2010

**TOWN RECREATION AND YOUTH DIRECTOR**

**DISTINGUISHING FEATURES OF THE CLASS:** This work involves administration and direction of town youth services and recreation programs. The incumbent is responsible for all town youth programs receiving State or Federal funding. The work is performed under the general direction of the Town Supervisor and Town Board with technical assistance available from the State Division for Youth and the county Youth Bureau. Supervision is exercised over professional and clerical staff and volunteers. The incumbent does related work as required.

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

Plans, organizes, and coordinates recreational activities including a variety of indoor, outdoor warm and cold weather sports, arts and crafts, holiday programs, and special events;  
Prepares and justifies tentative budgets and manages present budget by approving expenditures and maintaining current balance;  
Recruits, hires, supervises, and evaluates full-time and part-time department personnel;  
Develops and oversees youth services designed to combat drug and alcohol abuse;  
Sets up direct and/or referral guidance and counseling services for town youth;  
Prepares reimbursement claims for State grants and provides related information and monitoring;  
Selects or drafts specifications for recreation supplies and equipment and prepares bid announcements;  
Supervises the maintenance of assigned buildings, grounds, and beaches and makes frequent safety inspections;  
Provides for the purchase, emplacement, maintenance, and safety inspection of playground equipment;  
Publicizes and promotes department programs, objectives, and activities;  
Initiates surveys and studies to identify needs of town youth, town recreational needs, and projected costs of proposed programs;  
Inventories supplies and equipment and directs their cleaning, repair, and storage;  
Represents the town on the county Youth Advisory Board.

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

Thorough knowledge of the recreational and youth service needs of the town;  
Good knowledge of modern principles, practices, and techniques in organizing youth recreation programs;  
Good knowledge of local resources supplementary or complimentary to department programs;  
Good knowledge of public relations techniques;  
Good knowledge of factors underlying juvenile delinquency;  
Working knowledge of community group work and human relations;  
Working knowledge of the preparation of financial and statistical reports;  
Ability to plan, promote, and coordinate recreational, social, and educational activities;  
Ability to plan and develop detailed programs for local control and prevention of juvenile delinquency;

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Ability to establish and maintain effective interpersonal relationships;  
Ability to address groups and communicate effectively;  
Ability to plan and supervise the work of others;  
Ability to make verbal and written activity reports;  
Sound judgment.

**MINIMUM QUALIFICATIONS:** Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree and one (1) year of experience working with youth in recreation, youth development, character building, delinquency prevention, or a comparable field.