

Jurisdictional Class: Competitive
Adopted: January 16, 1990
Revised: July 9, 2010

RECREATION PROGRAM COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for planning, directing, and implementing various programs and activities suitable to the interests and needs of a variety of age groups including planning for the utilization of recreation facilities and areas. The work is performed under the general supervision of the Director with leeway allowed for the exercise of independent judgment in carrying out the details of the work. Supervision is exercised over the work of subordinates and youth in attendance at activities. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Plans, organizes, and directs recreation programs and athletic activities for all age groups;
Reviews existing programs, recreation needs, and staffing level to assure maximum utilization;
Recruits, trains, and supervises recreation personnel and volunteers necessary to administer programs;
Inspects facilities and play areas for safety purposes and recommends standards for appropriate maintenance;
Schedules buildings and play areas for program use and use by community organizations and general public;
Contacts and works with organizations interested in public recreation;
Oversees the requisition and/or purchases of necessary equipment and supplies as directed;
Prepares news releases and other publicity relating to recreation programs;
May give immediate direction for instructions in one or more specified fields of recreation activities;
Works directly with the director in the formulation of policies for the recreation programs and implements new programs that are created;
Prepares a variety of records and reports, investigates and prepares applications for funding.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:

Good knowledge of recreation administrative theory, principles, and practices;
Good knowledge of underlying principles of youth development and growth;
Good knowledge of community organizations;
Good knowledge of planning and equipping recreation facilities and areas;
Ability to plan, organize, develop, and promote a comprehensive recreation program;
Ability to interpret and carry out oral and written policy;
Ability to write clearly and concisely;
Ability to plan, coordinate, and cooperate with civic organizations and the general public;
Sound judgment;
Willingness to work evenings and weekends as necessary.

Recreation Program Coordinator

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 closely related field; or
- (b) Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree and two (2) years experience in a recognized youth activities or recreation program or in a program working with youth oriented activities; or
- (c) An equivalent combination of training and experience as defined by the limits of (a) and (b) above.

NOTE: Verifiable part-time and/or volunteer experience in a recognized youth activities or recreation program or in a program working with youth oriented activities will be pro-rated toward meeting full-time experience requirements.

NOTE: Assignments made to employees in this class will require reasonable access to transportation to meet field work requirements in the ordinary course of business.