

DEPARTMENT: ALL APPLICABLE
CLASSIFICATION: COMPETITIVE – F/T; NON-COMPETITIVE – P/T
APPROVED: JANUARY 6, 2014

RECREATION DIRECTOR

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for planning, directing and administering a municipal recreation program. The incumbent selects, trains and may supervise personnel, manages finances and performs public relations. This is administrative work involving responsibility for planning and directing a wide recreation program, permitting wide leeway for independent action. This title may be used in the City of North Tonawanda for the oversight of its golf course activities. Administrative supervision is exercised over the work of Assistant Recreation Director, Recreation Leaders, field managers, umpires, clerical staff and others as assigned. Does related work as required.

TYPICAL WORK ACTIVITIES:

1. Oversees the planning, organization and direction of municipal recreational activities and programs for all age groups;
2. Organizes, schedules and promotes recreation activities for sports and other activities in order to secure maximum use of recreation facilities which may include playgrounds, gymnasium, parks, or a golf course, etc.;
3. Supervises the planning and assignment of work; and may include making hiring recommendations; instructing & training staff; checking and approving work; conducting performance evaluations; recommending salary adjustments and promotions; and disciplining staff;
4. Prepares, directs, controls and accounts for the fiscal management of the recreation program, department, and/or golf course operations;
5. Prepares and maintains department correspondence, reports, records, applications, grants, etc.
6. May contact and meet with community organizations interested in recreation and/or golf programs, promotes sponsored recreation and/or golf programs, and conducts public relation activities including press releases and public speaking;
7. When assigned to a municipal golf course, coordinates golf leagues, special events, and tournaments; supervises the collection of fees; investigates complaints and answers requests for information; and enforces golf course rules and regulations;
8. May maintain related recreational fields for various sports.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of recreation administrative theory, principles and practices; good knowledge of games and other recreation activities; good knowledge of planning and equipping recreation facilities and areas; good knowledge of public information and public relations techniques; working knowledge of governmental accounting and budgetary procedures; ability to plan, organize, develop and promote a comprehensive recreation program; ability to plan, organize, coordinate, administer and evaluate the effectiveness of program plans and provision of services related to recreational program activities; ability to prepare budgets, operating reports and a variety of other reports relative to program activities; ability to establish and maintain effective working relationships with others; ability to supervise the work of others; ability to communicate effective both verbally and in writing; willingness to work irregular hours; ability to foster a spirit of goodwill and cooperation toward/in the Community; leadership; good judgment; neatness in appearance; reliability; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS FULL-TIME POSITIONS:

Graduation from high school or possession of an equivalency diploma **and**

Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Bachelor's degree in Physical Education; **or**

Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an Associate's degree **and** two (2) years of experience as an administrator working in a recreation, athletics, physical education or youth program; **or**

Four (4) years of experience as an administrator working in a recreation, athletics, physical education or youth program.

CONTINUED

RECREATION DIRECTOR CONTINUED

MINIMUM QUALIFICATIONS FOR PART-TIME/SEASONAL POSITIONS ONLY:

Graduation from high school or possession of an equivalency diploma **and** one of the following:

1. Active participation on an organized sports team or in a recreation program for at least four (4) seasons; **or**
2. Completion of thirty (30) credit hours from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees; **or**
3. One (1) year of experience in leading recreational activities, teaching, working with children in an organized youth program, or leading children's activities; **or**
4. Four (4) seasons of experience as a recreation aide, recreation attendant, or recreation leader in a municipal recreation program;
5. When assigned to a municipal golf course, in addition to the above, candidates must have at least three (3) months of experience or participation in golf activities in an organized sports league such as high school or community league.

NOTE: Volunteer and/or part-time experience will be pro-rated to meet full-time equivalents.

SPECIAL REQUIREMENT FOR THE CITY OF NORTH TONAWANDA:

Possession of current Community First Aid Certification and a CPR Certification.