

ASSISTANT RECREATION DIRECTOR

DISTINGUISHING FEATURES OF THE CLASS:

This work involves assisting in the planning and directing of the recreation program for a county, town and/or village. The work is carried out according to policies outlined by the local recreation committee or youth board. This class differs from that of Recreation Attendant by virtue of the greater supervisory and program responsibilities. The work is performed under the general supervision of the Recreation Director. Direct supervision is exercised over Recreation Attendants, Lifeguards, or other subordinate members of the recreation staff.

TYPICAL WORK ACTIVITIES:

Typical work activities for incumbents in this title include those listed below in addition to those typical work activities performed by lower-level titles in the series. They are indicative of the level and types of activities performed by incumbents in this title. It is not meant to be all inclusive and does not preclude a supervisor from assigning activities not listed which could reasonably be expected to be performed by an employee in this title.

1. Promotes the organization of recreation activities;
2. May confer with policy making body on matters of size and scope of recreation program;
3. May conduct training sessions for recreation specialists, attendants and lifeguards;
4. Assists in planning for improving existing recreation areas;
5. May deliver addresses and issue press reports on the recreation areas;
6. Maintains discipline in swimming areas and on playgrounds;
7. Prepares reports on the operations of the program;

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of the equipment, facilities and personnel necessary to carry out recreation activities on a moderate scale;

Working knowledge of the theory and practices governing the administration of a community recreation program;

Ability to plan and supervise the work of others;

Ability to get along well with children and the general public;

Ability to communicate effectively both orally and in writing;

Personal characteristics necessary to perform the duties of the position;

Physical condition commensurate with the demands of the position.

ASSISTANT RECREATION DIRECTOR (Cont'd)

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a high school equivalency diploma AND:

- EITHER: (A) One (1) year of responsible experience in planning or directing recreation activities;
- OR: (B) One (1) year of study in physical education, recreation, or a closely related field;
- OR: (C) An equivalent combination of education, training, and experience between the limits of (A) and (B) above.

NOTE: Your degree or college credit must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education.

ADOPTED: 05/21/79
REVISED: 12/6/19 8/27/21