

## 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:

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;
8. Does related work as required.

### 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; initiative; resourcefulness; good judgment; physical condition commensurate with the demands of the position.

### MINIMUM QUALIFICATIONS:

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

- EITHER:       (A)     One year of responsible experience in planning or directing recreation activities;
- OR:            (B)     One year of study at a regionally accredited or New York State registered college or university with major work in physical education or recreation;
- OR:            (C)     Any equivalent combination of training and experience within the limits of (A) and (B) above.

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