

RECREATION PROGRAM COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS:

A Recreation Program Coordinator is responsible 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 in accordance with established policies and procedures with leeway allowed for the exercise of independent judgment in program planning. Supervision is exercised in the work of subordinate personnel and youth in attendance at activities. Does related work as required.

TYPICAL WORK ACTIVITIES:

Plans, organizes and directs a variety of activities, events and festivals for all age groups in the field of recreation;

Reviews existing programs and recreation needs to assure maximum use of available facilities;

Participates in the selection, training and supervision of recreational personnel, including lifeguards;

Oversees extensive summertime recreational programs and activities involving a number of playgrounds, athletic areas, Skate Park, indoor youth recreation center and in the winter season a municipal ice rink;

Coordinates and oversees sports programs and scheduling;

Responsible for the coordination and administration of sponsored Summer Day Camp program;

Administers and prepares forms and application paperwork for supportive funding of recreational programs;

Prepares a variety of reports and records on recreational program activities;

Promotes programs through written material including press releases, brochures, flyers and pamphlets, and updates the website.

Coordinates programs with organizations interested in public recreation;

Requisitions and/or purchases necessary equipment and supplies;

May give immediate direction to or instructions in one or more specified fields of recreation activities;

Represents the recreation program at meeting with other departments, community organizations, municipalities, etc;

Assures the safety of participants and other involved.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of recreation administrative theory, principles and practices; good knowledge of the 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 plan, coordinate and direct the work of others; ability to communicate and cooperate with civic organizations and the general public; reliability; resourcefulness; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Graduation from a regionally accredited or New York state registered college or university with a Bachelors Degree and two years of full-time experience in recreation program activities.