

## ORANGE COUNTY CLASS SPECIFICATION

**TITLE:** RECREATION COORDINATOR **GRADE:** 09

**TITLE ABBREVIATION:** REC COORD **TITLE NO.:** 562310

**JURIS.CL:** C **SALARY CODE:** 01 **EEO CODE:** SM **FLSA CODE:** NE

**DEPARTMENT:** PUBLIC WORKS **DIVISION:**

**SUPERVISOR'S TITLE:** VARIOUS

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves responsibility for coordinating and organizing the community activities, events and recreation programs of a designated recreational area or facility. Work is performed in accordance with established policies and procedures with leeway allowed for the exercise of independent judgment in carrying out the details of the work. Supervision is exercised over the work of subordinate recreation employees. Incumbent may be required to work various hours including evenings, weekends, and/or holidays. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

1. Assists the appropriate board or recreation commission in coordinating a recreation program or specific activities;
2. Supervises the operation of the swimming beach including assignment of lifeguard work schedules;
3. Schedules and directs recreation activities and community events;
4. Assigns hours, work locations and activities for subordinate recreation staff;
5. Conducts public relations activities, recommends and prepares publicity for special events;
6. Requisitions, distributes and keeps records of equipment, materials and supplies;
7. Inspects equipment for safety and proper maintenance;
8. Maintains discipline and enforces regulations;
9. Keeps records and prepares reports of recreation activities;
10. Collects, processes and submits activity fees.

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**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL**

**CHARACTERISTICS:** Good knowledge of the organization and conduct of one or more types of recreation activities; good knowledge of the methods of group organization and instruction; ability to organize and direct recreation activities; ability to plan and supervise the work of others; ability to stimulate and hold the interest of participants; ability to establish and maintain good working relationships; ability to work with groups of all ages; ability to speak clearly and effectively; sound judgment; resourcefulness; creativity; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Either:

Graduation from high school or possession of a high school equivalency diploma and two (2) seasons of paid or volunteer experience conducting recreational activities or two (2) semesters of experience as a teaching assistant, teacher aide, coach or volunteer working in a classroom or gymnasium setting.

**NOTE:** Completion of sixty (60) semester credit hours from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees may be substituted for two (2) years of experience as outlined above.

**NOTE:** A season is defined as the duration of a recreation program. A semester is defined as 15-18 weeks of an academic year.

**SPECIAL REQUIREMENTS:**

1. Must obtain NYS recognized CPR/AED certification within 60 days of hire.
2. Must possess and maintain a valid driver's license.

ADOPTED: 6/13/15 AT