ORANGE COUNTY CLASS SPECIFICATION

TITLE: RECREATION PROGRAM COORDINATOR **GRADE:** 9

TITLE ABBREVIATION: REC PRO COORD **TITLE NO.:** 6554

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

DEPARTMENT: PARKS, RECREATION & CONSERVATION

SUPERVISOR'S TITLE: COMMISSIONER AND/OR DEP. COMM OF PARKS REC/CONSV

DISTINGUISHING FEATURES OF THE CLASS: The work involves assisting in activities relating to the day-to-day operation of various recreation programs provided by the Orange County Department of Parks and Recreation. Incumbent oversees the work of seasonal Park Attendants and assists with booking golf tournaments, museum activities, and running special events. Work is performed according to established policies and procedures under the supervision of the Commissioner and/or Deputy Commissioner of Parks, Recreation and Conservation with leeway for the exercise of independent judgment. May be required to work evenings and weekends. Does related work as required.

TYPICAL WORK ACTIVITIES:

1. Oversees the work of seasonal Park Attendants including, but not limited to, training and scheduling work hours;

2. Assists with booking and coordinating events and programs at Parks Department facilities by providing information, making referrals, and working appropriate staff or outside agencies;

3. Assists with the preparation of written material including press releases, brochures, flyers, and pamphlets, and updates department's website;

4. Attends Parks and Friends of the Parks Board meetings and serves as liaison to all Friends groups;

5. Handles constituent complaints and works to resolve problems and misunderstandings;

6. Keeps records and develops reports as required.

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FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of organizing and planning recreation activities; working knowledge of the operation of a golf course and tournaments; ability to plan and organize the work of others; ability to deal firmly and tactfully with the public; ability to communicate effectively both orally and in writing; ability to develop a good working relationship with groups and individuals; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

(A) 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 one (1) year of experience working with the public in a recreational setting; OR

(B) Graduation from high school or possession of a high school equivalency diploma and three (3) years of experience as outlined in (A) above.

SPECIAL REQUIREMENT: Possess and maintain a valid driver's license.

Revised: 5/3/2022 AT