

**COUNTY OF ORANGE  
MUNICIPAL/SCHOOL  
JOB CLASSIFICATION SPECIFICATION**

**CLASS TITLE:** ASSISTANT RECREATION DIRECTOR

**TITLE #:** 1058

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves responsibility for assisting in the overall planning, direction and implementation of a recreation program. Work is performed under general supervision with wide latitude permitted for the exercise of independent judgment. Supervision is exercised over a recreation staff. Does related work as required.

**TYPICAL WORK ACTIVITIES:**

Assists the Director in planning and designing an entire recreation program;

Assists in the preparation and oversight of the operating budget for the program;

Assists in selecting, training, and assigning the work of recreation personnel;

Assists the Director in public relations activities such as delivering addresses, issuing press releases and preparing reports of recreation facilities and activities;

Plans and organizes various sports and athletic activities such as basketball, baseball, handball, swimming, track, etc;

Keeps records and prepares various reports.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Good knowledge of the theory and practices involved in the development and oversight of a recreation program; good knowledge of the methods of group organization and instruction; ability to plan, organize and carry out recreational activities; ability to plan and supervise the work of others; ability to get along well with others; reliability; creativity; resourcefulness; good judgment; 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, or higher, in education, recreation, leisure studies, physical education or related field and one (1) season of paid or volunteer experience in planning or conducting recreational activities or one (1) semester of experience as a teacher, teaching assistant, teacher aide, coach or volunteer working in a classroom or gymnasium setting; OR
- b) Graduation from high school or possession of a high school equivalency diploma and three (3) seasons of paid or volunteer experience conducting recreational activities or three (3) semesters of experience as a teacher, teaching assistant, teacher aide, coach or volunteer working in a classroom or gymnasium setting

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

**Jurisdictional classification:** Competitive/full time, Non-competitive/part time

REVISED: 04/17/15