

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

CLASS TITLE: RECREATION COORDINATOR

TITLE #: 1519

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for coordinating and organizing the activities of a recreation program and the supervision of specific activities within the program. Work is performed in accordance with established policies and procedures with leeway allowed for the exercise of independent judgement in carrying out the details of the work. Supervision is exercised over the work of subordinate recreation employees. Does related work as required.

TYPICAL WORK ACTIVITIES:

Assists the municipal board or recreation commission in coordinating a recreation program or specific activities;
Schedules and directs recreation activities including playground, athletic, swimming, field trips, etc;
Assigns hours, work locations and activities for subordinate recreation staff;
Conducts public relations activities, recommends and prepares publicity for special events;
Requisitions, distributes and keeps records of equipment, materials and supplies;
Inspects equipment for safety and proper maintenance;
Maintains discipline and enforces regulations;
Keeps records and prepares reports of recreation activities.

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: 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) college credit hours may be substituted for two (2) years of experience as outlined above.

NOTE: Your degree or credits must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree or credits were awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

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

ADOPTED 08/01/23