

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

CLASS TITLE: Recreation Director

TITLE #: 1522

DISTINGUISHING FEATURES OF THE CLASS: This work involves responsibility for planning, organizing and supervising a recreational program in a municipality. The employee in this class is responsible for planning a complete and varied recreational program and administering all recreational activities. Work is performed under administrative direction with wide leeway permitted for the exercise of independent judgment in planning and administering the program. Supervision is exercised over employees engaged in all levels of recreation activity. Does related work as required.

TYPICAL WORK ACTIVITIES:

Plans, organizes and directs recreation programs and activities;

Plans athletic and sports activities such as baseball, handball, track and field events, swimming, etc.;

Organizes baseball, softball, basketball and other athletic leagues;

Schedules and directs playground activities, dance programs, arts and crafts programs, etc.;

Plans and promotes special activities and events;

Prepares publicity and news releases, addresses community groups and performs other public relations functions;

Participates and/or gives instructions in one or more specialized fields of activity;

Maintains control over equipment to insure safe operating conditions;

Requisitions materials and supplies;

Keeps records and prepares reports on finances, recreation activities, facilities, public relations, etc.

FULL PERFORMANCE, KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of the theory and practices governing the administration of a comprehensive recreation program; good knowledge of the methods of group organization and instruction; ability to plan, promote, organize, and direct recreation activities; ability to plan and supervise the work of others; ability to establish good working relationships; ability to communicate clearly and effectively both orally and in writing; sound judgment; resourcefulness; creativity; 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 a Bachelor's Degree, or higher, in education, recreation, leisure studies, physical education or related field; OR
- B) 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 in education, recreation, leisure studies, physical education or related field and either two (2) seasons of paid or volunteer experience in planning or 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; OR
- C) Graduation from high school or possession of a high school equivalency diploma and four (4) seasons or semesters of experience as outlined in (B) 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.

Jurisdictional Classification: Competitive when full-time, Non-competitive when part-time