

RECREATION AND YOUTH COORDINATOR

Tompkins County

Classification: Competitive

Labor Grade: 0

Approved: 0

MINIMUM QUALIFICATIONS:

(a) Graduation from a regionally accredited or New York state registered college with an Bachelor's degree in Recreation, Physical Education or a related field **AND** two years of full-time paid (or the equivalent part-time and/or volunteer) experience in a recreation program, one year of which was in a supervisory capacity; **OR**

(b) Graduation from a regionally accredited or New York state registered college with an Associates degree in a related field **AND** four years of full-time paid (or the equivalent part-time and/or volunteer) experience in a recreation program, one year of which was in a supervisory capacity; **OR**

(c) Graduation from high school or possession of a high school equivalency diploma **AND** six years of full-time paid (or the equivalent part-time and/or volunteer) experience in a recreation program, one year of which was in a supervisory capacity; **OR**

Any combination of training and experience equal to or greater than that described in (a), (b) and (c).

Position notes:

Full Time position of 37.5 hours.

Tompkins County is Committed to Equity and Inclusion. We encourage those with similar values to apply.

DISTINGUISHING FEATURES OF THE CLASS:

A Recreation and Youth Coordinator is responsible for planning, organizing, implementing and administering all aspects of a recreation program for all ages and development programs for youth in the Town. The coordinator may be required to spend some time in a leadership role for a particular program or activity. Supervision may be exercised over the work of program staff, officials, and volunteers. The work is performed under the direct supervision of the Town Supervisor with leeway allowed for the use of independent judgment in carrying out work activities. Attendance at various boards and committees may be required. The incumbent will perform all related duties as required.

TYPICAL WORK ACTIVITIES:

- Administers the recreation and youth program for specific municipality;
- Plan, design, organize, implement, promote and evaluate a comprehensive recreation program;
- Supervise, train and evaluate the work of all subordinate recreation staff, volunteers, coaches, officials, etc.;
- Represents the recreation program at meetings with other departments, community organizations, municipalities, etc.;
- Coordinates with Joint Youth Commission to develop youth enrichment programs;
- Makes up schedule for sports and special events;
- Prepare and distribute news releases, ads, event/game/program schedules, flyers and brochures;
- Prepares and monitors budget for programs;
- Keeps records of and prepares reports for tracking and evaluating programs, participants, budget, inventory, etc.;
- Prepares and presents special reports regarding the needs of the program and effectiveness of services provided;
- Plans and initiates goals for future programming and facility needs;
- Obtains appropriate building use and/or permits for programs;
- Schedules inspections, maintenance, and repairs of sports equipment and uniforms;
- May assist with the officiating at athletic events, chaperoning of trips, instruction of children in games, sports, or other activities;
- Acts as a liaison between leagues, coaches, volunteers and participants;
- Assures the safety of participants and others involved.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Good knowledge of the principles and practices involved in administering a municipal recreation program;
- Good knowledge of the recreation needs of the community;
- Good knowledge of the principles and practices of supervision;
- Working knowledge of rules/regulations regarding local athletic leagues and safety issues; Working knowledge of the principles and practices of budgeting;
- Ability to plan, organize and promote a variety of recreation activities;
- Ability to assess program needs and accomplish goals within the confines of available resources;
- Ability to communicate effectively, both orally and in writing, with groups and individuals;
- Ability to deal courteously and effectively with the public, boards and other town employees;
- Good problem solving skills, tact, courtesy and good judgment are required;
- Obtain and maintain first aid and CPR certification;
- Physical condition commensurate with the demands of the position.