

## RECREATION DIRECTOR

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class is responsible for planning and directing a recreation program for a town and/or village. The work is performed in accordance with the policies outlined by the local recreation committee or youth board permitting wide leeway for planning a complete recreation program. Supervision is exercised over the work of a recreation staff which may include recreation leaders, recreation attendants and lifeguards. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only) Promotes the organization of recreation activities; Confers with policy making body on matters of size, scope and financing of recreation program; Conducts training sessions for recreation leaders; Makes plans for improving existing recreation areas; Conducts public relations activities by delivering addresses and issuing press reports on the recreation program; Purchases supplies and materials; Maintains discipline on playgrounds; Prepares reports on the operations of the program.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of the theory and practices governing the administration of a community recreation program; good knowledge of the equipment, facilities and personnel necessary to carry out a modern recreation program; ability to promote, organize and carry out recreation activities on a moderate scale; ability to plan and supervise the work of others; ability to get along well with children and the general public; initiative; resourcefulness; good judgment; good physical condition.

MINIMUM QUALIFICATIONS: Either:

A. Two years of study at a recognized college or university with a major in physical education, recreation or business management, OR

B. Graduation from high school or possession of a GED and four years experience in physical education, recreation or business management or related experience.

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