



Full Time Position
Provisional Appointment Pending Civil Service Exam
Starting Salary: \$63,008

RECREATION DIRECTOR

DISTINGUISHING FEATURES OF THE CLASS:

This work involves responsibility for planning, coordinating, directing and supervising recreational programs using City owned recreational facilities or recreation activities sponsored by the City. The Director is responsible for organizing and directing any and all volunteer recreation leaders and temporary employees working in specific recreation activities and events in the City. Work is performed in accordance with general policies, principles and objectives outlined by the City Manager with leeway permitted for the exercise of independent judgment in planning and carrying out the details of the work. General supervision is exercised over recreation employees. Does related work as required.

TYPICAL WORK ACTIVITIES:

Plans and promotes the organization of recreational activities in order to secure maximum use of available City-owned and operated recreational facilities; Supervises the organization and scheduling of team events such as baseball, softball, tennis, and other team sport events; Supervises and directs the use of recreational facilities provided for individual athletic activities such as swimming pool, tennis courts, and other available facilities; Recruits and organizes volunteer recreation leaders to assist in the operation of all recreation activities; Supervises seasonal employees conducting specialized activities in recreation programs; Requests specific maintenance by the Department of Public Works to fix ball fields, tennis courts, water areas, picnic areas, playgrounds, and other recreational areas; Requisitions materials and supplies; receives and stores the same; Supervises the recreational program for the elderly, and related budget; Assumes responsibility for and distributes equipment and supplies; Assumes responsibility for departmental budget; Keeps records and makes reports on finances, recreation activities, facilities, etc.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Ability to promote, plan, organize and carry out recreational activities; Ability to plan and supervise the work of others; Good knowledge of all recreational programs involving both team and individual recreational activities; Ability to give and follow oral and written communications; Ability to develop and maintain cooperative relationships with employees, administrators and the general public; Sound judgment; dependability and physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS TO APPLY:

A. Graduation from a regionally accredited or New York State registered two year college or university with an Bachelor's Degree in Recreation, Physical Education, Education or related field, and One year of full time paid experience or part-time/volunteer equivalent supervision of a recreation, physical education or related program; or

B. Graduation from a regionally accredited or New York State registered two year college or university with an Associate's Degree in Recreation, Physical Education, Education or related field, and One year of full time paid experience or part-time/volunteer equivalent supervision of a recreation, physical education or related program.

**Applications available thru January 20, 2014 at:
Newburgh Civil Service Office
City Hall 83 Broadway
Newburgh, NY 12550**

**Or on-line at
www.cityofnewburgh-ny.gov**

CITY OF NEWBURGH – AN EQUAL OPPORTUNITY EMPLOYER