



**Part Time Position**  
**Non-Competitive Civil Service Appointment**  
**Starting Salary: \$25,946**

### **RECREATION LEADER**

#### **GENERAL STATEMENT OF DUTIES:**

Under supervision of the Recreation Director, this work is responsible for the organization and personal leadership of a variety of recreation activities in a particular phase of the program; Supervision may be exercised over the work of seasonal employees; does related work as required.

#### **DISTINGUISHING FEATURES OF THE CLASS:**

This position involves the conduct of a particular program under specific policies. The leader conducts activities with assigned groups, assists in the administration of recreation programs, and may supervise the work of non-professional personnel,

#### **EXAMPLES OF WORK: (Illustrative only)**

Implements the program planned for a facility (e.g. playground, gymnasium, game room etc.); Organizes, promotes and conducts diversified recreation activities such as games, sports, dance, music, story telling, nature, special events, tournaments, etc.; Encourages groups and individuals to participate; Plans daily schedule for playground activities; Acts as a sports official when required; Keeps records of activities and attendance; Inspects facilities and equipment as a safety measure; Distributes and maintains control over equipment and supplies.

#### **REQUIRED , KNOWLEDGES, SKILLS AND ABILITIES:**

Some knowledge of recreation theory and practices; the ability to organize, conduct and teach several kinds of recreation activities; ability to inspire confidence and enthusiasm; 'ability to maintain effective relationships with participants and the public; good physical condition.

#### **ACCEPTABLE TRAINING AND EXPERIENCE:**

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

B. Graduation from high school or possession of a high school equivalency diploma and four years experience as described in A. above.

**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](http://www.cityofnewburgh-ny.gov)**

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