



RECREATION COORDINATOR

Permanent Full-Time Position

Provisional Appointment (Pending civil service exam)

Starting Salary: \$35,754 CSEA Benefits Apply

Preference in Appointment shall be given to City of Newburgh Residents

DISTINGUISHING FEATURES OF THE CLASS:

This work involves responsibility for coordinating and organizing the activities of a recreation program and the supervision of specific activities within the program. Work is performed in accordance with established policies and procedures with leeway allowed for the exercise of independent judgment in carrying out the details of the work. Supervision may be exercised over the work of seasonal recreation employees. Does related work as required.

EXAMPLES OF WORK: (Illustrative only)

Assists in coordinating and administering a recreation program or specific activities;
Schedules and directs recreation activities including playground, athletic, swimming, field trips, camps, etc.;
Assigns work activities and locations for seasonal recreation staff;
Conducts public relation activities, recommends and prepares publicity for special events;
Requisitions, distributes and keeps records of equipment, materials and supplies;
Inspects equipment for safety and proper maintenance;
Keeps records and prepares reports of recreation activities;
Maintains discipline and enforces regulations;
Flexes work schedule in accordance with needs of the department.

REQUIRED KNOWLEDGES, SKILLS AND ABILITIES:

Good knowledge of the organization and conduct of one or more types of recreation activities. Good knowledge of the methods of group organization and instruction. Ability to organize and direct recreation activities. Ability to plan and supervise the work of others. Ability to stimulate and hold interest of participants. Ability to establish and maintain good working relationships. Ability to work with groups of all ages. Resourcefulness, creativity, physical condition commensurate with the demand of the position.

MINIMUM QUALIFICATIONS: Either:

- A. Graduation from a high school or possession of a high school equivalency diploma and two seasons of paid or volunteer experience conducting recreational activities, or two semesters of experience as a teaching assistant, teacher aide or coach working in a classroom or gymnasium setting; OR
- B. Sixty college credits from a NYS registered college or university in recreation, sports management or related field.

Note: Season = duration of a recreation program

Semester = 15-18 weeks of an academic year

**Applications available/accepted at the Civil Service Office, City Hall, 83 Broadway, Newburgh, NY
Monday-Friday from 8:30 – 4:00, or on-line at www.cityofnewburgh-ny.gov thru January 15, 2015**

CITY OF NEWBURGH – AN EQUAL OPPORTUNITY EMPLOYER

Issue Date: 12/31/14