

Jurisdictional Class: Competitive
Non-Competitive (Part-Time) for Town of Paris only
EEO Category: Administrative Support
Revised: 07/06/2023

ASSISTANT DIRECTOR OF RECREATION

DISTINGUISHING FEATURES OF THE CLASS: This position involves responsibility for assisting the Director of Recreation in planning and promoting a town recreation program. Additionally, the incumbent works closely with subordinate recreation staff and volunteers, instructing them in program operating procedures, rules and regulations and monitoring their performance. The work is performed under the general supervision of the Director, with leeway allowed for the exercise of independent judgement in carrying out details of the work. Incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Assists the Director in developing and planning recreational activities and events;
Distributes promotional material and listings of recreational events;
Assists in assigning recreation staff to various program components;
Instructs recreation staff and volunteers on rules and regulations governing recreational activities;
Schedules officials and referees and school facilities for athletic activities and events;
Makes on-site visit of recreational activities to evaluate staff and program performance;
Interviews job candidates and makes hiring recommendations;
Identifies recreation needs and interests of the community through contract with civic groups and periodic surveys;
Inventories and purchases program equipment and supplies.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Good knowledge of sports and other recreational activities; good knowledge of program rules and regulations for athletic activities; ability to assist in developing and planning recreational activities; ability to instruct subordinates in program operational rules and procedures; ability to plan and supervise the work of others; ability to inventory and purchase supplies and equipment; ability to meet and deal with the public; willingness to work evenings and weekends as necessary.

MINIMUM QUALIFICATIONS: Either:

- (A) Possession of Associate's Degree in recreation or a closely related field; **OR**
- (B) Graduation from high school or possession of a high school equivalency diploma, **AND** two (2) years of experience in an organized recreation or athletic program, which shall have involved instructional or organizing responsibility; **OR**

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NOTES:

1. Degree(s) must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If the degree was awarded by an educational institution outside the United States and its territories, the candidate must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. Candidates will be required to pay the evaluation fee.
2. Verifiable part-time experience will be pro-rated toward meeting full-time experience requirements.

Adopted: 10/21/1983

Revised: 08/29/1996, 05/03/2001, 07/06/2023