

TOWN OF LUMBERLAND
SUMMER EMPLOYMENT OPPORTUNITY

The Town of Lumberland has 2 openings for the 2022 Summer Youth Program.

Youth Program Director and Youth Program Assistant Director

Applicants should enjoy and work well with children, possess excellent communication and organizational skills, have knowledge of working with a budget, event planning and supervisory experience.

**Please see EMPLOYMENT OPPORTUNITIES at
TOWNOFLUMBERLAND.ORG for more information.**

Anyone interested in either of these positions should send a letter of interest along with a brief resume to lsyp@townoflumberland.org. Applications should be received by Feb 25, 2022

RECREATION DIRECTOR

DISTINGUISHING FEATURES OF THE CLASS: This position involves responsibility for performing administrative and supervisory functions in connection with recreation programs offered by a municipality. Incumbents will plan and organize programs and provide supervision to staff involved in recreation activities. Work is performed under general direction in accordance with established policies approved by the governing board.

TYPICAL WORK ACTIVITIES: *The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.*

Promotes the organization of recreational activities in order to secure maximum use of playgrounds, pools and recreation centers;

Plans and conducts athletic and sports activities such as baseball, handball, track and field events and swimming;

Conducts public relations activities by delivering addresses, issuing press releases and reports of recreation facilities and activities;

Supervises the activities of recreation leaders;

Organizes basketball, softball, and other athletic leagues;

Organizes dancing and arts/crafts programs;

Requisitions materials, supplies and equipment;

Makes reports on finances, recreation programs, facilities maintenance, public relations, and project planning;

Prepares operating budget for the recreation department and submits same to the governing board.

RECREATION DIRECTOR**Page 2****FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARAC-**

TERISTICS: Good knowledge of theory and practices relating to the administration of comprehensive recreation programs; working knowledge of concepts and practices used in fiscal management and budgeting; good knowledge of principles and practices used in publicity, promotion, and public relations; working knowledge of supervisory principles; ability to promote, plan, organize and carry out recreational programs; ability to plan and supervise the work of others; ability to work well with others; ability to present ideas clearly, both orally and in writing; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

- (A) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents with a bachelor's degree or higher in business administration, public administration, recreation, education, physical education, or a related field; or
- (B) Graduation from high school or possession of a general equivalency diploma and four (4) years of experience in recreation, education, business, or public administration, or a related field; or
- (C) An equivalent combination of training and experience as described in (A) and (B) above.

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Last Reviewed:

Jurisdictional Class: Competitive

Public Hearing: N/A

NYS Civil Service Commission Approval: N/A

ASSISTANT RECREATION DIRECTOR

DISTINGUISHING FEATURES OF THE CLASS: This is difficult work involving considerable responsibility in the promotion, organization and direction of community recreation activities. Work is performed under general supervision of an immediate superior and direct supervision is exercised over the work of a number of subordinates.

TYPICAL WORK ACTIVITIES: *The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.*

Plans and conducts athletic and sports activities, such as baseball, handball, ping-pong, track and field events and swimming;

Supervises the activities of recreation leaders;

Organizes basketball, softball, and other athletic leagues;

Organizes dancing and arts and crafts programs;

Requisitions materials and equipment;

Makes reports on recreation programs, facilities, public relations and projects planning;

Assists in issuing press releases or other materials to promote recreation programs;

Organizes, promotes, conducts and evaluates recreation programs, activities and special events;

Issues receipts for monies received;

Performs routine office clerical and receptionist duties for the Parks and Recreation Office.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of theory and practices of a comprehensive public recreation program; ability to promote, plan, organize and carry out recreational activities; ability to plan and

ASSISTANT RECREATION DIRECTOR**Page 2**

supervise the work of others; ability to get along well with others; ability to perform basic management functions, (planning, forecasting, budgeting, organizing, and supervising) in maintaining a Recreation Program; ability to prepare written material and to express oneself clearly, both orally and in writing; neatness of appearance; reliability; resourcefulness; good judgment; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

- (A) Completion of two years at a New York State recognized or regionally accredited college or university and two (2) years experience in the field of recreation; or
- (B) Graduation from high school, or possession of a high school equivalency diploma, and four (4) years of paid experience in the field of recreation; or
- (C) Any equivalent combination of experience and training as described in (A) or (B) above.

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Last Reviewed: 1/27/97

Jurisdictional Class: Competitive

Public Hearing: N/A

New York State Civil Service Commission Approval: N/A

Revised in Draft "Z" Sheila on 8/11/06

Removed from draft and placed in classplan on 8/14/06