

## SENIOR RECREATION LEADER

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent plans, organizes and oversees the implementation of recreation activities. Incumbents in this position are hired on an hourly or temporary basis to conduct a specific activity such as a tennis tournament or a crafts program. Areas of work activity may vary; however, there is responsibility for both conducting program and procedural detail. Incumbents may have on-going responsibility for a recreation specialty. Within established policies, there may be a high degree of independence in the development and execution of an activity. Does related work as required.

### EXAMPLES OF WORK: (Illustrative Only)

Prepares and conducts meets, tournaments, leagues, etc. in connection with county wide athletic events;

Prepares craft materials and equipment for leadership training courses, exhibits and demonstrations;

Assures adequate supply for program and arranges for repairs of property and equipment;

Answers inquiries of staff, family and students regarding scheduling, equipment repairs, for revising programs and setting up new programs;

Answers inquiries of general public regarding such items as: program, fees, courses offered;

Maintains time records, gathers budget information, orders supplies; prepares cash reports, etc. associated with assigned events;

Participates in the development of activities, guidelines and standards;

Demonstrates to local units or private clubs the organization of similar recreation programs;

Officiates at various competitions and tournaments;

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments;

May perform other incidental tasks, as needed.

FULL KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of a specific recreation activity; familiarity with community organizations; familiarity with procedures; ability to conduct and organize recreation activities; ability to meet and deal with people effectively; ability to exercise professional judgment in the evaluation and solutions of problems; ability to read, write, speak, understand, and communicate in English sufficiently to perform the essential duties of the position; ability to use computer applications such as spreadsheets, word processing, e-mail and database software; resourcefulness; initiative; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Either: (a) High school or equivalency diploma and five years of experience in the conduct of recreation activities; or (b) Bachelor's Degree\* and one year of experience as stated in (a); or (b) a Master's Degree\* in Recreation or Physical Education; or (c) a satisfactory equivalent combination of the foregoing training and experience.

SUBSTITUTION: a Master's Degree\* in Recreation, Physical Education, or a related field may be substituted for all of the required experience.

\*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Education Department as a post-secondary, degree-granting institution.

West. Co.  
J. C.: Competitive  
Approved Non-competitive **for part-time only**  
EMRC  
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Job Class Code: C0996/H0252  
Job Group: VIII