

STAFF ASSISTANT - ACTIVITIES COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS: Under the general supervision of the director or senior administrator of a community center, the incumbent of this position is responsible for the planning, development and implementation of a wide-range of recreational, cultural, educational and social programs in the community center. This is a responsible position, requiring extensive community knowledge and the ability to develop comprehensive activity programs serving all ages within the community center. Supervision is exercised over subordinate recreation and instructional staff. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Develops, plans and implements a comprehensive activity program serving all ages within a community center from school age children to senior citizens;

Develops and plans special programs for center participants which include holiday events, trips for senior citizens, lectures on relevant topics, summer activities for children, gymnastics and exercise programs;

Works with activity instructors to develop and implement program content, time schedule and procure activity equipment and supplies;

Resolves problems encountered by instructors or program participants;

Monitors and evaluates the various activity programs to discern whether or not to continue the program;

Maintains and updates a calendar of center events;

Interviews prospective instructors and volunteers;

Participates in the training of center staff (i.e. job training for summer camp staff);

Researches and secures funding sources for new activity programs;

Registers and maintains records of program participants;

Prepares and disseminates class rosters to instructors;

Prepares press releases for media resources (i.e. newspaper, radio, cable) to inform the public of community center activities;

Assists with the development of flyers, brochures, posters;

Works with outside resources to secure materials for publicity releases;

Prepares and maintains monthly reports and statistical data;

EXAMPLES OF WORK: (Illustrative Only)

Represents the Community Center by meeting with the public to outline activity programs and to elicit new program ideas;

Uses computer applications such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of activity program planning and development; good knowledge of the purpose, use and benefit of recreational, cultural, educational and social programs; good knowledge of program evaluation techniques; good knowledge of community needs, services, and organizations; ability to plan, develop and implement programs to meet specific community needs; ability to realistically assess resources and facilities; ability to carry out administrative assignments; ability to maintain records and prepare reports; ability to deal effectively with all staff levels, program participants, and the general public; ability to communicate effectively, both orally and in writing; ability to read, write, understand, and communicate in English sufficiently to perform the essential functions of the position; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software; resourcefulness; initiative; good judgment; dependability; tact; physical condition commensurate with the duties of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Graduation from high school or possession of a high school equivalency diploma and six (6) years of work experience where the primary function of the position was program planning and development.

SUBSTITUTION: Successful completion of 30 college credits* toward a Bachelor's Degree in Recreation, Leisure Studies, Education or closely related field may be substituted on a year for year basis for up to four (4) years of the work experience described above.

*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 Department of Education as a post-secondary, degree-granting institution.

NOTE: Unless otherwise noted, only experience gained after attaining the minimum education level indicated in the minimum qualifications will be considered in evaluating experience.

Towns, Villages,
Special Districts
Cities of Rye & Peekskill
J. C.: Competitive
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Job Class Code: 0316