

## **RECREATION AND YOUTH SERVICES COORDINATOR**

**DISTINGUISHING FEATURES OF THE CLASS:** Under general supervision, the incumbent in this position is responsible for assisting the Director of Parks, Recreation and Youth Services with the planning, organizing and coordinating of one of more segments of the Recreation and Youth Services programs, as well as supervising and training program personnel. The work also involves responsibility for promoting and publicizing these programs. Supervision will be exercised over lower level employees assigned to the recreation and youth services programs. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Assists the Director of Parks, Recreation and Youth Services in recruiting, selecting, assigning, and training of recreational and Youth Bureau personnel;  
Provides information on recreational services to public and assists with organizational planning;  
Performs the duties and responsibilities of Assistant Park Manager as needed during the summer season;  
Maintains records and makes reports;  
May organize and direct the program of the recreation center;  
Researches and applies for grant funding to support parks properties and activities, as well as those of the Youth Bureau;  
Gives instructions in one or more specialized fields of activity;  
Oversees off-season recreational activities including but not limited to triathlons, cross country skiing, snow mobile activities and the Crappie Derby;  
Responsible for managing the reservations and fee collections for the parks athletic fields;  
Plans, develops and monitors programs to serve the needs of youths in Broome County;  
Assists the Director of Parks, Recreation and Youth Services with the claims, records and reporting requirements of the Youth Bureau;  
Identifies resources available to meet identified youth issues and needs;  
Plan, develops and monitors the Summer Youth Employment Program;  
Supports and provides assistance to the sub-committees of the Youth Bureau Advisory Boards.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Good knowledge of recreation theory and practices;  
Good knowledge of the community agencies and services which can be

utilized to aid youth;  
Working knowledge of building and grounds maintenance techniques;  
Working knowledge of planning, acquiring and equipping recreation programs;  
Ability to research grant opportunities and write grant proposals and applications;  
Ability to promote, plan and organize events and activities;  
Ability to recognize issues and support the youth population;  
Ability to prepare a variety of reports;  
Ability to work with groups of people of all ages;  
Ability to speak before a group;  
Ability to communicate effectively both orally and in writing;  
Skill in planning and directing the work of others;  
Ability to establish and maintain effective working relationships;  
Sound judgment;  
Dependability;  
Initiative;  
Imagination;  
Courtesy;  
Tact.

**MINIMUM QUALIFICATIONS:**

- A) Graduation from a regionally accredited or NYS registered college or university with a bachelor's degree and two years' experience in planning and implementing a recreation/parks program; or
- B) Graduation from a regionally accredited or New York State registered college or university with an associate's degree and four years' experience in planning and implementing a recreation/parks program; or
- C) An equivalent combination of training and experience as indicated in A) and B) above.

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COMPETITIVE