

## **ASSISTANT RECREATION SPECIALIST**

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves responsibility for assisting in instructional and related duties in one or more recreational activities in which the incumbent has some experience. This is normally a seasonal or part-time position in the recreation program of a municipality and involves assisting a Recreation Specialist in instructing both recreation staff and participants in a specialty area such as, but not limited to: karate, dance, baton twirling, basketball, softball, arts and crafts, music, nature studies, etc. The incumbent may independently work with a group in instructing or coaching certain activities. The class differs from that of Recreation Specialist in that the Recreation Specialist supervises the Assistant, functions at a higher level and has greater responsibility. The work is performed under the general supervision of a higher level employee with leeway allowed in conducting group activities. Supervision may be exercised over the work of subordinates. Does related work as required.

**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.

Assists in coaching and teaching sports activities such as softball, soccer, basketball, etc.;

Assists in instructing in, and calling, square and folk dances;

Assists in producing and directing a play or pageant;

Assists in teaching the playing of a musical instrument;

Assists in organizing and conducting rehearsals;

Assists in teaching photography;

Assists in officiating at sports events and may be the official at a sports event;

Assists in organizing and instructing arts and crafts classes;

Assists in coordinating activities through arranging transportation, scheduling, etc.;

Keeps records including attendance records; and may make reports on the status of programs.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Working knowledge of the practice and theory of the specialty area; working knowledge of the methods of group organization and instruction used in the specialty area; ability to develop effective working relationships with groups and individuals; ability to stimulate and maintain the interest of participants; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Either:

- A. Completion of a formal course of instruction in the specialty area; OR
- B. One season of experience instructing or participating in the activity.

Note 1: Hobbyist or work experience in the activity may be substituted for the formal course of instruction as follows: Two (2) years of hobbyist or work experience equals one year of formal instruction.

Note 2: If employed in a summer day camp or a traveling summer day camp, as defined in the New York State Sanitary Code, appointees must possess the following in addition to the above requirements:

Previous camp experience as a junior counselor or counselor in training; OR

Completion of a training course including but not limited to pre-camp orientation and/ or continuous in service training; AND

Appointees must be at least 16 years old.

**SPECIAL REQUIREMENT:** In cases where instructors in the specialty area require a special license or certificate, possession of such license or certificate is required at time of appointment.

ULSTER COUNTY  
0500 AST REC SP  
Classification: Competitive  
0501 AST R S PT  
Classification: Non-Competitive  
0502 AST R S S  
Classification: Non-Competitive  
OA

Adopted: July 17, 1990  
Revised: June 5, 1995  
Revised: January 24, 1996