

RECREATION PROGRAM ASSISTANT

DISTINGUISHING FEATURES OF THE CLASS: This position is responsible for managing and providing administrative support for a community recreation program. Incumbents in this class have responsibility for the ongoing administrative operation of a specific community recreation program and serve as the administrative liaison for that program. The work involves responsibility for assisting the Director in promoting and publicizing the community recreation program. Work is performed under the general supervision of the Recreation Director or the administrative head of the program with leeway allowed for exercising independent judgment in carrying out the details of the work. Supervision is not typically a function of this title. 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 the planning, directing, implementation and management of recreation programs, including athletic programs, special events, bus trips, education and cultural activities, and other activities;

Responds to public inquiries regarding all aspects of a community recreation program;

Compiles, updates and distributes information on a community recreation program, including the preparation of a recreation guide and event schedules;

Promotes and advertises recreational programs and community activities to ensure maximum participation and optimal results;

Establishes and maintains good working relationships with citizen groups, youth groups, schools and the general public relative to on-going or new recreational programs;

Compiles, inputs and maintains information in program databases, including attendance records, athletic leagues and special programs;

Assists in the coordination of the Youth Center and usage of the Center by the community and private parties;

Organizes and conducts registration for all recreational programs;

Prepares records or reports periodically or upon request of the Director or administrative head of program for program accountability;

Participates in and may schedule planned meetings with administration and staff in regard to program operation, maintenance and initiatives;

May prepare information or reports in support of grant applications or program disbursements.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of community recreational programs, including athletic programs, special events, bus trips and education and cultural activities; working knowledge of office terminology, procedures and equipment; working knowledge of agency policies and procedures; ability to understand and follow written and oral instructions; ability to operate a personal computer and utilize common office software programs, including word processing and databases; ability to get along well with others; ability to prepare written summaries and reports; ability to prepare events schedules, press releases and brochures; good oral and written communication skills; administrative aptitude; good judgment; tact; courtesy; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- A. Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree in Recreation Leadership, Education, Human Services, Child Development or a related field; **OR**
- B. Graduation from high school or possession of a high school equivalency diploma and one (1) year of full-time experience, or it's part-time equivalent, in assisting in the administration of recreational, human services or youth programs; **OR**
- C. An equivalent combination of training and experience as indicated in A and B above.

ULSTER COUNTY
5445 REC PRG AS
Classification: Competitive
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Adopted: March 22, 2005
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