

## YOUTH AND RECREATION DIRECTOR

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves responsibility for organizing and operating a municipal youth program and recreation program, and combines the duties and responsibilities of Youth Program Director and Recreation Director. Incumbents in this class perform administrative and coordinate functions and, in addition, provide supervision and guidance in specific program areas working individually and in groups with participants in the program. Responsibilities include staff selection and evaluation, program development and fiscal responsibility. Work is performed under the general direction of a municipal board or a higher level municipal official. Supervision is exercised over 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.

### As Youth Program Director:

Plans and implements a municipal youth program which may include a variety of recreational, educational, and cultural activities, the operation of a youth center, and other program components;

Assesses participant needs and makes referrals to a variety of human service agencies such as Social Services and Mental Health Services;

Provides guidance to participants in addressing various life issues such as career, family, health and relationships;

Provides training to staff and participants;

Plans and supervises trips to various locations for recreational, educational and cultural purposes;

Administers and controls department budget;

Writes a variety of reports, including press releases;

Meets with and promotes the youth program to various agencies, community groups and the public;

Works with the County Youth Bureau in providing and coordinating services;

Supervises subordinate staff and participant youth workers;

Provides guidance to participants who design and implement components of the youth program for themselves.

As Recreation Director:

Plans and organizes a municipal recreation program developing various activities;

Develops and proposes an annual budget;

Interviews, trains and supervises staff, defines staff roles and schedules staff assignments;

Oversees various program activities and the maintenance of facilities including swimming and picnic areas, boating areas, recreation centers and other facilities;

Monitors and controls the budget; maintains fiscal records;

Promotes recreation programs through community contact and publicity materials;

Prepares requisitions for equipment and supplies;

Represents the Recreation Program at meetings with municipal officials, community organizations and the public;

May lead and participate in conducting a variety of recreational activities;

Keeps a variety of records and makes reports.

**FULL PERFORMANCE KNOWLEDGES, SKILLS ABILITIES AND PERSONAL**

**CHARACTERISTICS:** Good knowledge of the factors underlying youth development and growth; good knowledge of the principles and practices of counseling related to working with youth populations; good knowledge of the community resources available to the youth populations; good knowledge of youth and adult recreation programs; good knowledge of the operational requirements of parks, pools and other recreational facilities; good knowledge of athletics, sports and crafts appropriate to recreation programs; working knowledge of budget preparation and maintenance; ability to plan and supervise the work of others; ability to get along well with others; ability to understand and follow oral and written instructions; ability to prepare and present oral and written reports; administrative aptitude; physical condition commensurate to the demands of the position.

**MINIMUM QUALIFICATIONS:** Either:

- A. Graduation from a regionally accredited or New York State registered college or university with a Master's degree in social work, guidance, counseling, education, psychology or a related field, and one year or the equivalent part-time or seasonal experience in conducting a youth or recreation program; **OR**
- B. Graduation from a regionally accredited or New York State registered college or university with a Bachelors degree and two (2) years of experience as described above; **OR**

- C. Successful completion of sixty (60) credit hours at a regionally accredited or New York State registered college or university and four (4) years of work experience as described above; **OR**
- D. An equivalent combination of training and experience as described in A, B, and C above.

ULSTER COUNTY  
7912 Y&R DIR  
Classification: Competitive  
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Adopted: March 19, 1993