

ASSISTANT RECREATION PLANNER

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, promotes and organizes municipal recreation activities with operating responsibility for a large segment of the recreation program; This is semi-professional work involving responsibility for planning, organizing and supervising one or more segments of the municipal recreation program; i.e., playground, athletics, recreation center, summer camp, or a geographical area of the community. There is also general responsibility for planning, promoting, and publicizing the general program in close cooperation with the supervisor. Supervision, either direct or general, may be exercised over subordinate level employees. Does related work as required.

TYPICAL WORK ACTIVITIES:

Recruits, selects, assigns, trains, evaluates recreational personnel;
Provides information on recreational services to public and assists with organizational planning;
Assists in planning for the athletic, playground, or other activities as assigned;
Prepares publicity and news releases for an assigned portion of the recreation and/or camping program;
Uses a data entry terminal to enter and retrieve pertinent data from computer files;
Issues notifications to affected individuals on specific agency programs per established procedures;
Consults, advises and gives appropriate direction to seasonal employees;
Schedules and directs camping, playground and athletic activities;
Plans and promotes special activities or events;
Maintains records and makes reports;
May organize and direct the program of the recreation center;
Gives instructions in one or more specialized fields of activity;
Has responsibility for the maintenance of the management information system, analyzes data and prepares various reports.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of recreation theory and practices;
Knowledge of planning, acquiring and equipping recreation programs;
Ability to promote, plan and organize recreation or camping activities;
Sound judgement;
Ability to work with groups of people of all ages;

Ability to speak before a group;
The ability to write clearly and concisely;
Physical condition commensurate with the demands of the position;
Skill in planning and directing the work of others;
Ability to establish and maintain effective working relationships;
Ability to understand and follow instructions

MINIMUM QUALIFICATIONS:

- A) Graduation from a regionally accredited or NYS registered college or university with an associates degree and one season experience in a recreation/parks program; or
- B) Three seasons experience as indicated in A) above; or
- C) An equivalent combination of training and experience as indicated in A) and B) above.