

Director of Recreation



Town of Hamburg

Status Full Time 40 hours per week

Salary: \$85,000-\$95,000 annually

Reports to:

Supervisor

DISTINGUISHING FEATURES OF THE CLASS:

The work involves directing and supervising a community recreation program to provide directed leisure time activities and effective use of community recreation facilities. This is important professional and administrative work in the field of recreation as the administrator of the recreation program. It involves the responsibility for planning and implementing a recreation program suitable to the interest and needs of the community, including the planning for and the utilization of desirable facilities. This position may involve the leadership, supervision, and coordination of a large number of professional and non-professional recreation personnel; does related work as required.

TYPICAL WORK ACTIVITIES:

Plans and organizes a community recreation program covering directed activities and use of facilities in accordance with established recreation practices and departmental policies;

Develops programs by contacting and conducting meetings with private and public groups for participating and to organize and schedule events;

Supervises the conduct of activities and the operation and maintenance of equipment through inspections, approval of activities, and reports; acts as an official at events;

Supervises the work of employees by assigning and scheduling work, training and developing staff, recommending selection and termination, and evaluating their performance;

Promotes program through the preparation and issue of publicity material; speaks to private and public groups on program, attends conferences and panel discussions; secures sponsors for events;

Performs such other administrative duties as the preparation and maintenance of budgets; evaluates community needs; prepares reports; conducts research; and coordinates program with other agencies;

Confers regularly with administrative officials on progress of program, specific problems, budget requests, purchasing of supplies, and the development of program.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of recreation theory and practices; thorough knowledge of the organization and operation of recreation facilities and equipment; working knowledge of municipal administration; ability to promote, plan and organize municipal recreation activities; ability to express oneself clearly and concisely both orally and in writing; ability to plan and

supervise the work of others; administrative ability; sound professional judgment; ability to work well with the public and with groups of all ages; initiative; tact; resourcefulness; industry; dependability; physical condition to commensurate with the demand of the position.

MINIMUM QUALIFICATIONS:

- A) Graduation from a recognized college or university with a Master's degree in recreation or allied field, and one (1) year of recreation experience in a public or private organization or public agency; OR
- B) Graduation from a regionally accredited or N.Y. State registered four (4) year college or university including major specialization in recreation or allied field, and two (2) years of recreation experience in a private organization or public agency; OR
- C) An equivalent combination of training and experience as defined by the limits of (a) and (b).

NOTE: Verifiable part-time and/or volunteer experience will be pro-rated toward meeting full-time experience requirements.

Additional Information:

This appointment is provisional until the Civil Service Exam is given. You must score within the top 3 candidates of Erie County residents who take the exam, or within the top 3 candidates of the Town of Hamburg residents who take the exam if you live within the Town of Hamburg. Must reside within Erie County.

Interested candidates should complete the attached Civil Service application and submit it to the below address with a resume and three references.

All submissions must be mailed or hand delivered to the Personnel Office (address below).

Town of Hamburg-Personnel Department
Attn: Tara Rinaldi
6100 South Park Avenue
Hamburg, NY 14075