

Pine Plains

RECREATION DIRECTOR

DISTINGUISHING FEATURES OF THE CLASS:

This is an administrative position having responsibility for planning and directing the recreation program for a county, town and/or village. The work is carried out in accordance with the policies outlined by the local recreation committee or youth board permitting wide leeway for planning a complete recreation program. This class differs from that of Assistant Recreation Director by virtue of the total responsibility for the recreation program.

This work is performed under the general direction of the municipal legislative body, the municipal chief executive, or local committees. General supervision is exercised over the Assistant Recreation Director, Recreation Attendants and Lifeguards.

TYPICAL WORK ACTIVITIES:

1. Promotes the organization of recreation activities;
2. Confers with policy making body on matters of size, scope and financing of recreation program; Attends Town Board Meeting each month
3. Conducts training sessions for recreation specialists, attendants and lifeguards;
4. Makes plans for improving existing recreation areas;
5. Conducts public relations activities by delivering addresses and issuing press reports on the recreation program; (Examples, Communication with Town Board Members, Supervisor, Recreation Committee, Staff, Children, Coaches, Officials, Other Towns, Pine Plains Central School District and Dutchess County Department of Health.)
- 6 .Purchases supplies and materials for all Recreation activities; submits vouchers for payment by third Monday of each month;
7. Maintains discipline in swimming areas and on playgrounds;
8. Prepares and adheres to annual budget (including oversight of camp budget), reports on the operations of the program; Submits appropriate paperwork and fees collected, to the Town Clerk;
9. Does related work as required. (See examples below)

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of the theory and practices governing the administration of a community recreation program; good knowledge of the equipment, facilities and personnel necessary to carry out a modern recreation program; ability to promote, organize and carry out recreation activities on a moderate scale;

ability to get along well with children and the general public; ability to plan and supervise the work of others; ability to communicate effectively, both orally and in writing; initiative; resourcefulness; good judgment; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a high school equivalency diploma AND:

EITHER:

(A) Two (2) years (30 credits equal to one year) of study at a regionally accredited or New York State registered college or university in physical education, recreation, or a closely related field;

OR:

(B) Two (2) years of responsible experience in planning or directing recreation activities;

OR:

(C) An equivalent combination of training and experience within the limits of (A) and (B) above.

NOTE:

College education may be substituted for up to one (1) year of the required experience above on a year for year basis. (30 credits equals to one year.)

REVISED: 08/15/79 6/01/18

Oversee and run if needed programs offered by the Town.

- Basketball (December to February)
- Baseball/Softball (March-July, fall ball through Oct)
- Little League Softball
- Flag Football (Aug-Nov)
- Beach (March-Aug)
- Babe Ruth (June-Aug)
- Summer Track (July-Aug)
- Men's League (Oct-Feb)
- Wrestling (all year)

The following activities are associated, in whole or part, with the above programs:

- Secure a President, Vice President, Treasurer, Safety Officer
- Design a flyer to be sent through the schools and on Facebook
- Get approval by the PPCSD, Fill out a facility usage form for use of school (tryouts, preseason)
- Host sign-ups for enrollment, schedule picture date
- Find coaches for in house and travel teams

- Find business, trophy sponsors, for teams, send Sponsors letters out, send thank you notes to sponsors, hand deliver pictures if taken to sponsors
- Schedule games, organize, host tournaments
- Equipment bags, rules, first aid, Order t-shirts, Order uniforms hats, Set up equipment bags, rules, first aid, footballs, and flag belts, order approved equipment, bats, balls, etc.,
- Hire officials and set schedule for each game, schedule officials for both in house, travel and tournament, arrange payment
- Run concession stand, score board, purchase supplies, have petty cash ready and find volunteers to help, order porta-potty for field.
- Organize field clean up, order dirt and rental of equipment, prep fields before and after games
- At the end of season (October-November) make sure fields are picked up, bases put away, equipment stored in bins to keep mice out, water shut off in concession stand
- Attend League meetings in Poughkeepsie, collect dues from each team, submit dues to League, Submit paperwork, dues for other towns (Mid County & Little League), fill out and submit number of teams, safety plan
- Background checks on volunteers - members of board, coaches, helpers etc.
- Secure the Dutchess County Dept. of Health for inspection and approval to open
- Solicitation, interview, secure TB approval, complete and submit HR paperwork and certifications (submit to DC Dept. of Health), prepare schedule for seasonal Beach Staff
- Conduct monthly Recreation Department meetings.
- Full specific sport duties are available upon request.