

## **RECREATION ACTIVITIES DIRECTOR I**

**DISTINGUISHING FEATURES OF THE CLASS:** Employees in this class are engaged in the planning, organization, promotion and coordination of varied recreation and leisure time programs. Directs the work activities of a small number of program leaders and may coordinate the activities of volunteer workers involved in programs. Work is performed under general direction of a municipal administrator or official and generally in coordination with an advisory committee, with considerable latitude for independent judgment and selection of operating methods and techniques. This class of position differs from a Director of Parks and Recreation or a Superintendent of Recreation and Parks by reason of size and complexity of program and minimal need of professional recreation background. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Participates in the planning of recreation and leisure time activities;  
Develops, organizes and supervises athletic, playground and special activities events;  
Prepares publicity and news releases for recreation programs;  
Prepares and recommends budget expenditures;  
Prepares specifications for recreational equipment, supplies, services, etc.;  
Maintains records and makes reports;  
Recruits and evaluates recreation personnel.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Good knowledge of recreation practices and leisure time activities; good knowledge of supervisory techniques; working knowledge of planning for and equipping recreation facilities; working knowledge of community interests; ability to promote and organize recreation and leisure time activities; ability to communicate effectively; ability to maintain records and prepare reports; initiative and resourcefulness.

**MINIMUM QUALIFICATIONS:** A Bachelor's degree and one (1) year of paid or volunteer work experience directly related to community service, recreation, class teaching or related field.

### **NOTES:**

1. Experience in a leadership capacity in recreation, camping, athletic coaching, social or learning group activities and related may be substituted for college on a year-for-year basis.
2. Volunteer work experience must be documented. Part-time volunteer work experience will be prorated in the same way as part-time paid work experience.