

DEPARTMENT: ALL APPLICABLE
CLASSIFICATION: COMPETITIVE
APPROVED: DECEMBER 13, 2024

RECREATION AND SENIOR CITIZENS COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for planning, organizing, promoting and publicizing, and supervising major segments of municipal recreation programs including playgrounds, athletics, aquatics, senior citizen center and recreation centers to meet the needs of all ages in the community. In the City of North Tonawanda, the incumbent works closely with the Director of Youth, Recreation and Parks in the overall programs of the department and under the general supervision of the Director. In smaller municipalities, the incumbent collaborates with and works under the general direction of the supervisor or municipal board. The work is performed with considerable leeway allowed in carrying out assigned duties. Supervision is exercised over municipal recreation staff. Does related work as required.

TYPICAL WORK ACTIVITIES:

1. Assists in planning for the athletic, aquatic and playground programs and for other assigned activities. In smaller municipalities, oversees the planning, organization, and direction of municipal recreation programs and activities for all age groups;
2. Prepares publicity, newsletters and news releases for all recreation and senior citizen programs and activities;
3. Consults and advises subordinates, and gives appropriate direction;
4. Schedules and directs aquatic and athletic activities;
5. Organizes programs for and directs recreation and senior center;
6. Gives instructions in one or more specialized fields of activity;
7. Acts as a sports official when needed;
8. Plans and conducts services, programs and activities of a senior citizen center;
9. Works closely with the County Office for Aging in planning specific programs;
10. Oversees and encourages the extension of services to individual older persons in the city;
11. Provides technical assistance and needed services to senior citizen organizations, and other leagues as assigned
12. Supervises the work of volunteer workers and coaches;
13. Maintains records and makes periodic reports;
14. Conducts purchase of supplies and equipment as needed;
15. Prepares grant applications for various programs;
16. In smaller municipalities, supervises the planning and assignment of work, makes hiring recommendations, instructs, trains, and disciplines staff;
17. In smaller municipalities, prepares, directs, controls, and accounts for the fiscal management of the recreation and senior citizens programs.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of recreation administrative theory and practices; good knowledge of planning, acquiring and equipping recreation facilities and areas; good knowledge of the characteristics, needs, and interests of the elderly, good knowledge of community resources and facilities designed for the care and interests of older adults; working knowledge of public administration; ability to promote, plan and organize recreation activities; working knowledge of the techniques of counseling the elderly; ability to plan and supervise the work of others; ability to work with groups of all ages; ability to speak before groups; ability to communicate effectively both orally and in writing; tact and courtesy; physical condition commensurate with the demands of the position.

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RECREATION AND SENIOR CITIZENS COORDINATOR CONTINUED

MINIMUM QUALIFICATIONS:

1. Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Bachelor's Degree in a Business related field, Public Administration, Recreation, Education or Social Services **and** two (2) years of experience in a recreation, athletics, physical education, youth or senior citizen program, one year of which must shall have been in a first-line supervisory or administrative capacity; **OR**
2. Graduation from a regionally accredited or New York State registered college or university with an Associate's degree in a Business related field, Public Administration, Recreation, Education or Social Services **and** four (4) years of experience in a recreation, athletics, physical education, youth or senior citizen program, one year of which must shall have been in a first-line supervisory or administrative capacity; **OR**
3. Graduation from high school or possession of an equivalency diploma **and** six (6) years of experience in a recreation, athletics, physical education, youth or senior citizen program, one year of which must shall have been in a first-line supervisory or administrative capacity.

NOTE:

Verifiable part-time and/or volunteer experience will be pro-rated towards meeting the experience requirement and must be verified in writing on official organization letterhead from the recreation program director. In order to qualify, the candidate must have acted in a responsible leadership capacity supervising recreation activities in an organized youth or senior citizen program.