

ASSISTANT RECREATION CENTER MANAGER

Department: Parks, Recreation and Cultural Affairs

Classification: Competitive

Specification Number: 2370

Approved: 5/9/22

Revised: By JG

MINIMUM QUALIFICATIONS

OPEN COMPETITIVE

Either:

- a) Graduation from a New York State or Regionally accredited college or university with an Associate's Degree, which includes an emphasis in Recreation or Physical Education and one (1) year of experience in directing recreational activities; or,
- b) Graduation from a standard senior high school or possession of a high school equivalency diploma and three (3) years of experience in directing recreational activities; or,
- c) An equivalent combination of the above education and experience as defined by the limits of (a) and (b).

PROMOTIONAL

One (1) year of permanent competitive status as a Recreation Leader.

DISTINGUISHING FEATURES OF THE CLASS

Under supervision of the Recreation Center Manager, an employee in this title assists in managing a recreation facility during the day or manages a recreational facility during an evening program. The incumbent is responsible for planning recreational activities and assigning and supervising subordinates. Supervision is received through conferences with administrative supervisors. Performs related work as required.

TYPICAL WORK ACTIVITIES

- Assists in supervising a variety of recreation activities in a recreation program for pre-school and school age children, adults and senior citizens in the town recreation centers;
- Assigns and supervises work of staff members during evening recreation programs;
- Assists the Recreation Supervisor in the planning of recreation center programs;
- Supervises the use of center facilities by rental groups;
- Assists in developing and maintaining good relations with community residents;
- Fills in as needed for absent staff members and manages the center during absences of the Recreation Center Manager;
- May attend meetings with town officials or staff members;
- Assists the Recreation Center Manager in preparing and distributing flyers, brochures and posters relative to programs offered at a recreation center.

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS

Good knowledge of sports and recreational activities; ability to assist in planning and supervising the overall operation of a recreation staff and center; ability to develop and maintain good relations with the local community; ability to gather data and prepare reports; physical condition commensurate with the demands of the position.