

RECREATION CENTER MANAGER

Department: Parks Recreation and Cultural Affairs

Classification: Competitive

Specification Number: 2375

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 two (2) years of experience in directing recreational activities; or,**
- b) Graduation from a standard senior high school and four (4) 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

- a) One (1) year of permanent competitive status as an Assistant Recreation Center Manager; or,**
- b) One (1) year of permanent competitive status as a Senior Recreation Leader; or,**
- c) Two (2) years of permanent competitive status as a Recreation Leader.**

DISTINGUISHING FEATURES OF THE CLASS

An employee in this title is responsible for supervising various recreational activities at the town recreation centers. Work includes responsibility for inaugurating recreational activities and assigning and supervising subordinates. The work is supervised by an administrative superior through conferences and study of reports submitted on center programs. Performs related work as required.

TYPICAL WORK ACTIVITIES

- Supervises a variety of recreational activities in a recreation program offered to pre-school children, school-age youngsters or adults at a town recreation center;**
- Maintains contact with community residents to develop good relations with those served and to keep the centers in line with the needs and wishes of the community in the area of recreation;**
- Attends periodic meetings of center managers with town recreation administrators and conducts periodic meetings at centers with staff members;**
- Assumes responsibility for security and care of premises and is responsible for approval of outside organizations who want to rent available facility space for meetings;**
- Allocates budget allowance designated for center to cover anticipated requirements such as supplies, trophies, transportation and contractual expenses;**
- Responsible for money collected from participants for materials, trips, and pre-kindergarten tuition;**
- Trains staff members to meet recreation center goals and maintains time sheets on center staff employees;**
- Prepares and distributes flyers, brochures and posters relative to programs offered at the recreation center.**

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS

Good knowledge of recreational activities; ability to plan and supervise the overall operation of a recreation center staff to attain smooth and efficient performance and results; ability to maintain good relations with the local community; ability to gather data and prepare reports; physical condition commensurate with the demands of the position.