

## **RECREATION PLANNER**

**DISTINGUISHING FEATURES OF THE CLASS:** Under the supervision of the Town Supervisor and the Town Board, workers in this class have specific responsibility for the design, implementation, administration, organization, supervision, and evaluation of the total comprehensive recreation program. This includes responsibility for municipality-wide recreation programs and operations in specified localities, in a specialty activity, or, for operating services of a general type, i.e., playgrounds, recreation centers, mobile recreation units, roving leaders, outdoor recreation, special population groups, athletics and sports, aquatics, arts and crafts, cultural arts, drama, dance, etc. with reference to their general scope and to specific applications. A Recreation Planner may be expected to spend some time in a leadership role for programs and activities. Supervision is exercised over subordinate professional, para-professional, clerical and seasonal personnel. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Plans, develops, implements and promotes a specialized activity phase of recreation on a community-wide basis;

Plans, organizes, promotes and directs specific recreation activities and specific events;

Manages and administers the marketing, maintenance, sanitation, safety, budget, revenue collection, purchasing and supervision of the municipal pool;

Hires, trains, evaluates, disciplines and supervises all recreation program employees;

Supervises and assists with the maintenance of recreation facilities and equipment;

Prepares department budget, budget proposals, statistical revenue, program reports;

Ensures that all department machinery, recreation building, pool facility, and all equipment used for the recreation programs are maintained and in working order;

Has responsibility for maintaining and purchasing the recreation program inventory;

Prepares publicity/promotions for assigned portion of the program;

Represents the department at meetings with other community organizations;

Prepares special reports regarding the needs and effectiveness of services in assigned areas.

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

## **RECREATION PLANNER-cont'd**

Good knowledge of the theory, principles, practices and objectives of public recreation;

Good knowledge of the purpose, use and benefit of a wide variety of recreational programs in a municipal recreation program;

Working knowledge of the methods and procedures involved in public administration and personnel practices, interviewing and employment procedures;

Working knowledge of methods and procedures used in planning and equipping recreation facilities and areas;

Working knowledge of community organizations;

Working knowledge of the preparation of budgets and grants;

Ability to plan, organize and promote recreation activities/programs;

Ability to assess resources and facilities realistically;

Ability to supervise subordinate personnel;

Ability to prepare a variety of reports;

Ability to lay out and plan the work of others;

Ability to communicate effectively, both orally and in writing;

Ability to exercise professional judgment in problem-solving and evaluation;

Ability to work with others and guide subordinate personnel;

Ability to problem solve;

Creativity;

Reliability.

### **MINIMUM QUALIFICATIONS:**

A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree or higher in parks and recreation, physical education, sports management, or closely related field; OR

B) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree in park and recreation, physical education, sports management or closely related field and four years of paid, non-seasonal experience in the conduct of recreation and/or park activities and services; OR

C) An equivalent combination of training and experience as indicated in A) and B) above.