

RECREATION AND YOUTH SERVICES COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, the incumbent in this position is responsible for assisting the Director of Parks, Recreation and Youth Services with the planning, organizing and coordinating of one of more segments of the Recreation and Youth Services programs, as well as supervising and training program personnel. The work also involves responsibility for promoting and publicizing these programs. Supervision will be exercised over lower level employees assigned to the parks, recreation and youth services programs. Does related work as required.

TYPICAL WORK ACTIVITIES:

Assists the Director of Parks, Recreation and Youth Services in recruiting, selecting, assigning, and training of recreational and Youth Bureau personnel;

Maintains social media sites and the Broome County Parks website to keep them up to date on parks and recreation information;

Plans and coordinates all parks and recreation events;

Drafts press releases regarding parks and recreation activities, events and information;

Oversees the development of informational and promotional materials such as posters, brochures, marketing, and community outreach information;

Provides information on recreational services to public and assists with organizational planning;

Maintains records and makes reports;

Researches and applies for grant funding to support park properties and activities;

Oversees off-season recreational activities including but not limited to triathlons, cross country skiing, snow mobile activities and the Crappie Derby;

Has responsibility for managing the reservations and fee collections for the park's athletic fields;

Coordinates staff training for first aid, CPR, Automated External Defibrillator, EPI pens, etc.;

Has responsibility for acting as the main department contact for the Reserve America program;

Assists with various office tasks including those associated with field reservations, special events, annual reports, etc.;

Has responsibility for training of seasonal staff on workplace policies and those policies directly related to their position;

Plans and coordinates training programs, meetings and workshops for personnel and volunteers for the Youth Bureau;

Assists and prepares in the preparation of applications for Federal, State, County and private funding and reimbursements of programs operated or proposed by the Youth Bureau;

Reviews Youth Bureau performance and effectiveness;

Performs a variety of professional and administrative tasks in developing and operating the Youth Bureau programs;

Prepares a variety of records and reports related to program activities.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of recreation theory and practices;
Good knowledge first aid techniques;
Working knowledge of planning, acquiring and equipping recreation programs;
Ability to monitor grant payments and funding procedures;
Ability to research grant opportunities and write grant proposals and applications;
Ability to promote, plan and organize events and activities;
Ability to prepare a variety of reports;
Ability to work with groups of people of all ages;
Ability to speak before a group;
Ability to communicate effectively both orally and in writing;
Skill in planning and directing the work of others;
Ability to establish and maintain effective working relationships;
Ability and willingness to work weekends and holidays as assigned;
Sound judgment;
Dependability;
Initiative;
Imagination;
Courtesy;
Tact.

MINIMUM QUALIFICATIONS:

A) Graduation from a regionally accredited or New York State registered college or university with a Master's degree or higher in Park and/or Recreation Management, or closely related field; OR

B) Graduation from a regionally accredited or New York State registered college of university with an Bachelor's Degree in Park and/or Recreation Management, or closely related field, and one year of experience in planning and implementing a recreation/parks program; OR

C) Graduation from a regionally accredited or New York State registered college or university with and Associate's degree in Park and/or Recreation Management, or closely related field and three years' experience in planning and implementing a recreation/parks program;

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