

## **YOUTH RECREATION ACTIVITIES COORDINATOR**

**DISTINGUISHING FEATURES OF THE CLASS:** This is work which involves a responsibility for developing and implementing recreation programs for the youth of the community. The work involves securing funding for programs, engaging youth, coordinating activities, recruiting volunteers, managing public relations, etc. The work is performed under the general supervision of the Mayor and Village Board with wide latitude for independent action. Supervision is exercised over a small staff and/or volunteers. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Plans, develops, implements and promotes recreation activities and programs;  
Meets with Recreation Commissioners to discuss the formation of policies and to recommend new programs for implementation;  
Organizes fund-raising events to offset program expenses;  
Promotes activities to attract youth participants and to recruit volunteers;  
Oversees the youth center's operations, including facility management, security, activity reporting, record keeping, etc.;  
Monitors funding opportunities and prepares grants applications and reports;  
Supervises activities, ensures safe practices and maintains order;  
Attends meetings and seminars related to the Youth Recreation Program.

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

Good knowledge of recreation administration theory, principles and practices; good knowledge of youth activities and recreation; working knowledge of community interests; ability to plan, organize and promote recreation activities; ability to supervise the work of others; ability to communicate effectively, both orally and in writing; ability to maintain records and prepare reports; ability to establish and maintain cooperative relations with others.

### **MINIMUM QUALIFICATIONS:**

1. An Associate's degree or higher and two (2) years of work experience which involved the direction of subordinate workers in the conduct of recreation activities; or
2. A Bachelor's degree or higher in Recreation, Recreation Administration, Education, Physical Education, Child Development or comparable curriculum.

R.C.D.P. (10.08.2015) 08.09.2024  
Competitive

12.27.2024 New York State Civil Service approved Non-competitive title in the NY HELPS Program.