

Jurisdiction: City of Ithaca
Jurisdictional Class: Competitive
Adopted: 04/06/05
Revised: 09/15/10, 09/07/22

COORDINATOR OF RECREATION PROGRAMS FOR INDIVIDUALS WITH DISABILITIES

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for planning, coordinating and supervising recreation programs for individuals with disabilities. The incumbent is responsible for recreational program planning, the development of appropriate recreational activities, and the supervision of subordinate employees assigned to the program. Specific tasks and duties will vary depending on specific recreational programs assigned and the season. While the functional duties are similar to a Recreation Program Coordinator, this class is distinguished by the fact the incumbent works exclusively with individuals with disabilities, requiring a knowledge and understanding of the unique needs of the individuals served. The incumbent is responsible for ensuring that programs are offered to individuals of all ages and focus on developing participants skills to allow them to integrate themselves into traditional recreational and social programs. Direct supervision is exercised over the work of Specialists in Recreation for Individuals with Disabilities, seasonal staff and volunteers. Work is performed under the general supervision of the Recreation Program Administrator or a higher level administrator. Does related work as required.

TYPICAL WORK ACTIVITIES:

Plans, develops, organizes and directs athletic programs, summer camps, recreation activities, playground activities, etc for children, youth and adults with disabilities with a focus on inclusion and normalization;
Schedules activities at recreation facilities, athletic fields and playgrounds;
Plans and promotes special activities or events;
Recruits, interviews and assigns Specialists in Recreation for Individuals with Disabilities, seasonal staff, and volunteers to work with participants involved in certain recreational or athletic programs;
Supervises, schedules, assigns and reviews the work of subordinate Specialists in Recreation for Individuals with Disabilities, seasonal staff, volunteers;
Plans and administers training for staff members;
Evaluates recreation programs throughout the year and conducts a needs assessment of program area by monitoring enrollment, gathering feedback from staff, volunteers and participants involved;
Promotes sponsored programs by conducting public relation activities such as brochures, fliers and press releases;
Manages the collection of funds for program activities;
Purchases and maintains supplies and equipment for program activities;
Attends meetings and training related to program area;
Prepares and submits reports related to program activities;
Assists in the formulation of policies of program and recommends new recreation programs for implementation;
Participates in the preparation of program work plan, program budget and revenue estimates for recreational programs for individuals with disabilities.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS: Thorough knowledge of the physical, social, cognitive, sensory and emotional characteristics and needs of individuals with disabilities, including development disabilities, mental illnesses, physical disabilities and learning disabilities; thorough knowledge of the of the policies, procedures, rules and regulations governing the recreational program area assigned; thorough knowledge of adaptive strategies pertaining to developmental, physical, emotional, psychological and learning disabilities and the ability to apply them while planning and implementing recreational programs; thorough knowledge of impairment issues including normalization, mainstreaming, least restrictive environment, architectural barriers and accessibility, adaptive equipment, societal issues and current legislation pertaining to groups with disabilities; good knowledge of the principles and practices of program planning and evaluation; good knowledge of typical developmental stages; good knowledge of planning and equipping recreation facilities and areas; good knowledge of the Youth Bureau recreational programs, objectives and goals; good knowledge of community resources and recreation opportunities; working knowledge of promotional, public relations and educational techniques relating to

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:

program area assigned; ability to plan, organize and promote recreation activities and programs for youth and adults with disabilities; ability to evaluate the effectiveness of recreational program activities; ability to establish and maintain effective working relationships with others; ability to plan and supervise the work of others; ability to communicate effectively both orally and in writing; ability to analyze and organize data and prepare records and reports; ability to successfully work with and serve a diverse local community; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

- (a) Possession of a Bachelor's degree in recreation, therapeutic recreation, physical education, sports management, special education, psychology, fine arts or any branch of the performing arts, or a closely related recreation or arts field and one (1) year of full-time paid experience, or its part-time and/or volunteer equivalent, working with individuals with disabilities in a recreation, educational or human services setting; or
- (b) Possession of an Associate's degree in recreation, therapeutic recreation, physical education, sports management, special education, psychology, fine arts or any branch of the performing arts, or a closely related recreation or arts field and three (3) years of experience described in (a); or
- (c) Graduation from high school or possession of a high school equivalency diploma and five (5) years of experience described in (a); or
- (d) An equivalent combination of training and experience as defined by the limits of (a), (b) and (c).

NOTES:

- 1. College degrees in fields of study other than those specified in (a) and (b) above may be substituted for the required experience up to a maximum of two (2) years, in accordance with the following formula: 1 year college education = 6 months of qualifying experience.
- 2. College coursework that did not result in the attainment of a job-related degree as defined above may be substituted for a portion of the required work experience at the rate of:

Thirty (30) credit hours of job-related college coursework shall be the equivalent of one (1) year of full-time work experience

Provided, however, that in no event shall college coursework toward an Associate's degree be substituted for more than eighteen months of work experience if the Associate's degree has not been obtained; nor shall college coursework toward a Bachelor's degree be substituted for more than forty-two (42) months of work experience if the Bachelor's degree has not been obtained; nor shall college coursework toward a Master's degree be substituted for more than six (6) months of work experience if the Master's degree has not been obtained.

Note: College degrees must have been awarded by, and college coursework completed at, a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education and/or U.S. Secretary of Education. If an applicant's degree was awarded by, or college coursework completed at, an educational institution outside the United States and its territories, the applicant must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found at <https://www.cs.ny.gov/jobseeker/degrees.cfm>. Applicants are responsible for payment of the required evaluation fee.

SPECIAL REQUIREMENT: Possession of a valid New York State Class D driver license or a valid driver license equivalent to a New York State Class D driver license at the time of appointment and maintenance of said license for the duration of employment.