

Jurisdiction: City of Ithaca  
Jurisdictional Class: Competitive  
Adopted: 04/06/05  
Revised: 09/15/10, 09/04/19, 09/07/22

## **RECREATION PROGRAM COORDINATOR**

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves responsibility for planning, coordinating and supervising one or more major segments of recreation programs for the Youth Bureau. An incumbent is assigned responsibility for a particular program area including: athletics programs, summer camps, recreation and park facilities or other recreational programs. Specific tasks and duties will vary according to assignment. In general, the incumbent develops recreational activities and supervises subordinate program employees. The incumbent is also responsible for public relations activities to aid in the promotion and development of the recreation programs. This position differs from that of a Recreation Program Specialist by virtue of the fact that a Recreation Program Coordinator has overall responsibility for an entire program or multiple programs. This position differs from that of Recreation Program Administrator by virtue of the fact that a Recreation Program Coordinator does not have responsibility for all City recreation programs. Direct supervision is exercised over the work of Recreation Program Specialists, Recreation Program Leaders, 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, organizes and directs athletic programs, summer camps, recreation activities, etc;  
Schedules activities at recreation facilities, athletic fields and playgrounds;  
Recruits, interviews and assigns seasonal staff and volunteers to work with participants involved in certain recreational or athletic programs;  
Evaluates recreation programs throughout the year and conducts a needs assessment of program areas by monitoring enrollment, gathering feedback from staff, volunteers and participants involved;  
Promotes sponsored programs by conducting public relation activities such as creating brochures, fliers and press releases;  
Plans and promotes special activities or events,  
Monitors the registrants for each assigned program;  
Makes periodic inspections of recreation facilities, and athletic fields to ensure program activities are being carried out properly and that health and safety standards are maintained,  
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;  
May assist the Recreation Program Administrator in formulating policies or programs and recommends new recreation programs for implementation;  
May participate in the preparation of program work plan, program budget and revenue estimates for a specific recreational program.

### **FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:**

Thorough knowledge of the policies, procedures, rules and regulations governing the recreational program area assigned; good knowledge of planning and equipping recreation facilities and areas; good knowledge of the Youth Bureau recreational programs, objectives and goals; working knowledge of public information and public relations techniques; ability to plan, organize and promote recreation activities and programs; 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, physical education, sports management, arts, music, drama, or a closely related arts or recreational field and one (1) year of full-time paid experience, or its part-time and/or volunteer equivalent, coordinating, coaching or teaching recreation, sports, arts, music, drama, dance, aquatics, or similar recreational activities; or
- (b) Possession of an Associate's degree in recreation, physical education, sports management, arts, music, drama, or a closely related arts or recreational 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 REQUIREMENTS:**

For Recreation Program Coordinator positions which have responsibility for the oversight or operation of municipal swimming pools, the following requirements apply:

A. Candidates must possess the following certificates at the time of appointment and must maintain the certificates for the duration of employment:

1. American Red Cross Lifeguard Training certificate;
2. American Red Cross Water Safety Instructor certificate;
3. American Red Cross CPR for the Professional Rescuer certificate.

**NOTE:** For all of the above certificates, an equivalent certificate accepted by the New York State Department of Health will be accepted in place of the American Red Cross certificate. Additionally, higher level certifications may be substituted for the required lower-level certifications.

B. Candidates must be certified as Lifeguard Training Instructors at the time of appointment and must maintain certification for the duration of employment.