

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

## **RECREATION PROGRAM LEADER**

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves responsibility for organizing, conducting and instructing one or more recreation program activities. Specific tasks vary according to assignment. In general the incumbent organizes recreation activities and instructs participants. The work is performed under the direct supervision of a Recreation Program Coordinator with leeway allowed to exercise independent judgment in carrying out the details of the work. Incumbents may be assigned to work varied hours including, nights and weekends depending on the program activity assigned. Supervision is not a responsibility of this class, but an incumbent will oversee volunteers, student interns and youth program participants involved in the program. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Organizes, conducts, and instructs a variety of recreation activities and events including activities and events relative to arts and crafts, music, drama, dance, aquatics, nature, social recreation, sports and games, or some other special activity or skill;  
Organizes and instructs hobby clubs, sports events or summer camps;  
Oversees program participants and/or volunteers involved in activities, providing assistance as needed, maintaining order and ensuring safety;  
Assists the Recreation Program Coordinator with activities and planning of recreational programs;  
Accompanies participants on field trips and to special events;  
Maintains equipment and supplies needed for recreation program area;  
Creates and maintains records and reports related to program activities;  
Attends meetings and training related to program area;  
May provide or coordinate transportation to program participants.

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

Good knowledge of the policies, procedures, rules and regulations governing the recreational program area assigned; good knowledge of the fundamentals of the recreation activity assigned; working knowledge of the Youth Bureau recreational programs, objectives and goals; ability to plan, organize, and direct the activities of participants and volunteers; ability to establish and maintain effective working relationships with others; ability to stimulate and maintain interest of the participants; ability to conduct and provide instruction in a specialty activity, including: arts and crafts, music, drama, dance, aquatics, nature, social recreation, sports and games, etc.; ability to communicate effectively both orally and in writing; ability to understand and follow oral and written instructions; 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; 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 two (2) years of full-time paid experience, or its part-time paid and/or volunteer equivalent, coordinating, coaching or teaching organized sports, recreation, theatre, dance, music, art or similar activities; or
- (c) Graduation from high school or possession of a high school equivalency diploma and four (4) years of experience described in (b); 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.