

Jurisdiction: City of Ithaca
Jurisdictional Class: Competitive
Adopted: 09/11/13
Revised: 09/07/22

RECREATION PROGRAM SPECIALIST

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for planning, developing, implementing and evaluating recreation programs for youth of all ages. The work may also involve the actual conduct of an activity, including serving as a day camp director or assistant day camp director during the summer. The work is performed under the general supervision of a Recreation Program Coordinator with considerable leeway allowed for the exercise of independent judgment in carrying out the details of the work. Supervision is exercised over part-time seasonal staff, volunteers and student interns. This class is distinguished from a Recreation Program Leader by its greater level of independence, its responsibilities for program planning and development, and its supervisory authority over part-time seasonal staff. Incumbents may be assigned to work varied hours, including nights and weekends, related to program activity. Does related work as required.

TYPICAL WORK ACTIVITIES:

Plans, develops, implements and evaluates recreational programs for youth of all ages, such as arts, theatre, dance, music, sports, special events and camps;
Hires, supervises, trains and evaluates part-time seasonal staff, volunteers and interns;
Recruits instructors and coaches for program activities;
Promotes and publicizes programs and activities;
Establishes teams, schedules and league tournaments for youth sports;
Maintains equipment and supplies needed for recreation program area; distributes supplies as appropriate;
Creates and maintains records and prepares reports related to program activities;
Analyzes, monitors and evaluates program costs;
Attends staff meetings and trainings related to program area;
May serve as a day camp director or assistant day camp director for summer youth camps;
May instruct or oversee the instruction of program participants in specific skill areas;
May participate in fundraising activities to support programs.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:

Good knowledge of the current principles and practices of effective recreation programming; good knowledge of the organization, conduct, policies, procedures, rules and regulations governing the recreational program areas assigned; good knowledge of the fundamentals of the recreational activities assigned; good knowledge of the Youth Bureau recreational programs, objectives and goals; effective conflict resolution skills; effective customer service skills; ability to plan, implement and promote recreational activities and programs; ability to evaluate program goals and complete program statistics; ability to plan, train, lead and direct the work of seasonal staff, students and volunteers; ability to communicate with, lead and direct large groups of people; ability to establish and maintain effective working relationships with others; ability to communicate effectively both orally and in writing; ability to stimulate and maintain interest of the participants; ability to effectively use computer software programs including word-processing software, spreadsheets, databases and electronic marketing tools; 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, fine arts, music, theatre, or a closely related arts or recreational field; or
- (b) Possession of an Associate's degree in recreation, physical education, sports management, fine arts, music, theatre, 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 recreational or arts activities; or
- (c) Graduation from high school or possession of a high school equivalency diploma and four (4) years of full-time paid experience, or its part-time paid and/or volunteer equivalent, described in (b); or
- (d) An equivalent combination of training and experience as defined by the limits of (a), (b) and (c). Please note that this means that the minimum academic requirement is at least high school graduation or a high school equivalency diploma.

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.