

YOUTH BUREAU AND RECREATION PROGRAM COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS: Work of this classification includes important and responsible work involving planning, assigning and supervising activities within the Youth Bureau and recreation programs. Managerial and administrative work involving responsibility in planning, initiating, coordinating, directing, supervising, reviewing and promoting a variety of Youth Bureau and Recreation programs and projects. Work also includes promoting a variety of delinquency control and prevention projects including educational and casework advocacy activities. Work is performed under the general supervision of the Mayor, incumbents of this class exercise considerable independent judgment in the performance of their assigned tasks. Direct supervision is exercised over the work of subordinate and part-time employees. A Youth Bureau and Recreation Program Coordinator does related work as required.

TYPICAL WORK ACTIVITIES:

- Plans, assigns, promotes, initiates, coordinates and directs a wide variety of special activities;
- Plans, organizes and directs playground, recreation and athletic activities;
- Makes periodic inspection of recreation facilities, playgrounds and athletic fields to ensure that health and safety standards are maintained and recorded;
- Supervises and evaluates staff to ensure that program activities are being carried out properly;
- Accounts for monies collected on a daily basis;
- Acts as liaison with schools, other agencies and organizations interested in the youth/adults of the community;
- Prepares news and publicity releases, radio announcements, feature stories and other public relations material for approval by the Mayor or City and/or Common Council;
- Develops and maintains a budget for the department;
- Determines training needs of staff;
- Submits reports on the department's operations to the Mayor and Common Council as directed;
- Attends Common Council or related meetings as required on behalf of the department and or City;
- Performs technical services related to juvenile delinquency prevention and directs referrals of cases to proper agencies;
- Reviews and posts a variety of billings for completeness and accuracy; Assists in the completion of department payroll and maintains employee records;
- Conducts routine correspondence on matters such as booking summer parks, scheduling softball fields and facilities, etc.;

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of office terminology, procedures and equipment; ; good knowledge of the principles and modern practices of office management and supervision; good knowledge of principals and modern practices of account keeping and budget

control; good knowledge of recreation theory, principals and practices; good knowledge of planning and equipping recreation facilities; working knowledge of standard building maintenance practices; working knowledge of the apparatus and equipment required for hockey, ice skating, swimming, tennis and other recreation sports activities; working knowledge of public relations techniques; ability to plan, organize, supervise, and instruct others in the conduct of recreational activities; ability to organize and coordinate the work of others; ability to work with groups of people of all ages and address groups effectively; ability to understand and carry out complex oral and written directions; good judgment; physical condition sufficient to perform the essential functions of the position..

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma, and either:

- a) Graduation from a regionally accredited or New York State registered college or university with at least a Bachelor's degree in recreation, social or behavioral sciences, education business administration or a closely related field; or
- b) Graduation from a regionally accredited or New York State registered college or university with at least an Associate's degree in recreation, social or behavioral sciences, education business administration or a closely related field AND two (2) years' full time experience or four (4) season's experience involving the administration or supervision of youth program services; or
- c) Four (4) years' full time experience or eight (8) season's experience involving the administration or supervision of youth program services;

SPECIAL REQUIREMENTS: Possession and maintenance of a license to operate a motor vehicle in New York State or candidate will otherwise demonstrate their ability to meet the transportation needs of the job.

CATTARAUGUS COUNTY CIVIL SERVICE

Revised 4/07 (City of Olean)

Adopted: 10/3/2017