

Civil Service Title: Recreation Director
Title Code No: 60430
Office Title: Recreation Director

Level: NA
New Hire Rate: \$32,378
Incumbent Rate: \$37,235
Work location: Fowler Rec. Ctr., Queens
Number of Positions: 1

MAJOR RESPONSIBILITIES

- Under supervision, with some latitude for independent action or decision, is responsible for recreational activities in Queens Recreation.
- Plan and supervise the recreational programs of an assigned area in accordance with the needs and interests of children, young people and adults.
- Supervise work of subordinate employees. Demonstrate, teach and lead recreational activities, such as group and team games, arts and crafts, dances, gymnastics and simple forms of music and dramatics.
- Organize and promote events for special occasions such as holiday festivals and pageants.
- Issue and collect supplies and equipment. Regularly inspects play areas and equipment for safety.
- Attend and contribute to departmental meetings, attend or conduct in-service training programs.
- Supervise and coordinate the recreational activities of students and volunteers.
- Work with private and public organizations to further the recreation programs.
- Keep appropriate records.

QUALIFICATION REQUIREMENTS

1. A baccalaureate degree from an accredited college including or supplemented by 24 credits in recreation, physical education, dance, applied arts (including therapy), group work, group dynamics, and community organization, at least 18 credits of which must be in recreation, physical education, dance, and applied arts (including therapy); or
2. A baccalaureate degree from an accredited college plus one year of full-time paid experience in planning, coordinating and supervising recreation programs; or
3. A satisfactory equivalent combination of education and experience.

PREFERRED SKILLS/QUALIFICATIONS

1. Experience in sport programming: coordinating and implementing tournaments, clinics and programs for all ages.
2. Experience developing programs for children and adults ages 6 – 21.
3. Knowledge of fitness programming, maintenance of fitness equipment or experience in personal training and aerobics.
4. Experience with senior programming including outreach, health, social and educational workshops.
5. Experience in conducting computer classes on various computer programs and systems.

To apply, please submit cover letter & resume with JVN # to:

Kelly Gillen, Deputy Borough Chief of Recreation
City of New York/Parks & Recreation
80-30 Park Lane,
Kew Gardens, NY 11415
Email: start@parks.nyc.gov
Attention: JVN# 846-08-EL190

**THE CITY OF NEW YORK
AND
THE CITY OF NEW YORK / PARKS &
RECREATION
ARE EQUAL OPPORTUNITY EMPLOYERS
M/F/D/V**

New York City Residency Required

POST DATE: 05/09/08

POST UNTIL: 05/23/08

JVN: 846/08/EL190

NOTE: All resumes must be received no later than the last day of the posting period.