

## **RECREATION LEADER**

**\*\* Candidates must be eligible for transfer or reachable for appointment from the eligible list\*\***

**DISTINGUISHING FEATURES OF THE CLASS:** This position leads and conducts a variety of recreation activities. These activities may include responsibility for a particular physical facility, a single playground or a particular program. Work is generally performed under the supervision of a higher level employee. Supervision may be exercised over subordinate personnel.

**TYPICAL WORK ACTIVITIES:** The following is indicative of the level and types of activities performed by incumbents in this title. It is not meant to be all inclusive and does not preclude a supervisor from assigning activities not listed which could reasonably be expected to be performed by an employee in this title.

1. Assists in the organization of and conducts basketball, bowling, badminton, volleyball and table game leagues;
2. Assists in the organization and conduct of socials, dances, tournaments and other special events;
3. Acts as an official and maintains order at games and contests;
4. Operates equipment related to a recreation program, such as a tape recorder, television set, video cassette recorder, public address system, etc.;
5. Directs classes in arts and crafts, athletics, camping, etc.;
6. Assists with the organization and supervision of a gym program;
7. Plans daily schedule of playground activities;
8. Organizes and promotes activities such as softball, badminton, paddle tennis, nature studies, hikes, arts and crafts, story-telling, dancing, singing, dramatics, games, etc.;
9. Organizes groups of children according to age and interests and supervises play activity;
10. Maintains facilities, marks fields, and inspects equipment for safety;
11. Keeps records and makes periodic reports;
12. Distributes, keeps records of and maintains equipment;
13. Attends staff meetings to discuss special problems and programs;
14. May administer basic first aid.

**FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES:** Knowledge of the principles and practices of leisure recreation needed to plan and implement leisure-time recreation programs; knowledge of fundamental recreational techniques and common practices needed to organize and conduct recreational activities; knowledge of the fundamentals of recreation activities needed to instruct others in a variety of sports and games; knowledge of basic first aid needed to treat minor injuries; ability to work with people of different age groups and backgrounds; ability to follow detailed oral and written instructions; personal characteristics necessary to perform the duties of the position; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Graduation from high school or possession of a high school equivalency diploma or GED certificate and one (1) year of experience which involved conducting, organizing, and leading recreation activities.

**NOTE:** College study in recreation leadership or a related field may be substituted for the experience (30 credits equals one year).

**\*\*\*Applications will be accepted through Friday, November 27, 2020. All qualified candidates are expected to complete both the Town and County application and return it to One Overocker Road, Poughkeepsie, NY 12603. Applications can be obtained on the Town of Poughkeepsie website under the Human Resource Department tab. \*\* Candidates must be eligible for transfer or reachable for appointment from the eligible list\*\***

**Town of Poughkeepsie  
One Overocker Road, Poughkeepsie, NY 12603  
Phone: 845-485-3609**

**Website: [http://www.townofpoughkeepsie.com/human\\_resources/index.html](http://www.townofpoughkeepsie.com/human_resources/index.html)  
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