

YOUTH RECREATION COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS

Has charge of planning and supervising the youth recreation program; does related work as required. This is important work involving the planning and facilitating of the Town's youth recreation program. The work is performed under administrative direction with leeway for planning a complete program that meets the needs of the children and families of the town. The coordinator, assuming responsibility for the final results, will on an annual basis provide a summary report that includes activities held, attendance, and suggestions for future direction.

TYPICAL WORK ACTIVITIES

- Promote the organization of activities including playground, athletic or sports events, arts and crafts, dance, leagues, variety of recreational activities to expose children to new experiences
- Secure venues and permissions
- Coordinate and communicate with parents about events
- Conduct public relations through social media and other communication venues
- Assist in establishing general policies
- Requisition needed materials and submit bills and vouchers in a timely manner
- Assume responsibility for and distribute supplies
- Maintain discipline in acceptable manner
- Keep records and make reports
- Give clear instructions appropriate to age levels of both participants and volunteers
- Explore possibilities for experiences both in and out of local area

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS

- Good knowledge of theory and practice governing the carrying out of a public recreation program
- Ability to promote, plan, organize, and carry out a variety of activities
- Ability to supervise a variety of volunteers
- Ability to get along well with others

- Reliable
- Good physical condition to meet the needs of the position
- Possess connectivity to children of all ages, interests, and abilities
- Experience working with children
- Advanced training and experience qualifications acknowledged

MINIMUM QUALIFICATIONS

- Graduation from high school or possession of a high school equivalency diploma.

SPECIAL REQUIREMENTS

1. Possession of a valid New York State Driver's License is required at time of appointment.
2. Must be fingerprinted and pass a background check.

Created: 9/19/25

New Business:

1. **Youth Recreation Director Job Description** – O’Connell explained that the program has been going through reorganization. She reviewed the changes with the board. Looking at eight activities a year plus ski and boarding. The committee would like to support dance, pottery, hockey, and basketball. Superintendent’s days would be required of the Youth Director to work these days. They are looking at moving away from a salary position and move to \$25/hour. This position would be a noncompetitive civil service position. Activities in the job description fit those for the Town of Lake Pleasant. Annual report will be given to the town so some record keeping will need to be done. Ad will go in the paper for someone to start as of January 1st, 2026.

Resolution #119 Town of Lake Pleasant Town Board to approve the Youth Recreation Director Job Description.

Offered by: McGovern

2nd by: Parascandola

Adopted by the following votes:

Ayes: All (Supervisor Bain, Councilpersons – McGovern, Braunius, O’Connell and Parascandola)

Nays: None