

**Posted: August 13, 2023**  
**Dept: Recreation Grade: 11**  
**Salary: \$68,580 - \$82,297.00**  
**Hours: M-F, 8am – 4pm**  
**Respond to: Town of Yorktown HR Dept**  
**By August 30, 2024**

## **SENIOR RECREATION LEADER**

**DISTINGUISHING FEATURES OF THE CLASS:** Under general supervision, an incumbent in this class is directly responsible for a specific segment or segments of the recreation program, which is usually associated with a playground, recreation center or other indoor/outdoor facility. The Senior Recreation Leader performs professional level recreation work and is distinguished from the Recreation Supervisor in that the latter position involves greater administrative planning and program development responsibilities as opposed to the direct conduct of activities associated with the former. Supervision may be exercised over subordinate level staff. Does related work as required.

### **EXAMPLES OF WORK:** (Illustrative Only)

Implements and conducts a program(s) which has been planned by higher level professional personnel;  
Teaches and conducts a variety of recreation activities such as arts and crafts, sports and games, music, dance, drama, nature study, special features and events, etc.;  
Supervises an assigned functional area (or areas) of the center such as gymnasium, athletic field, game room, crafts room, amphitheater, etc.;  
Teaches team, group and individual games;  
Teaches fundamentals of play;  
Cooperates and assists in the conduct of agency and community-wide events;  
Consults with individuals and groups to determine their recreation interests, needs, and desires;  
Makes rules and regulations for the safety and welfare of staff and participants;  
Organizes and conducts tournaments;  
Answers inquiries of general public regarding program, fees, courses offered etc.;  
Meets with and talks to community groups;  
Conducts groups in social recreation;  
Conducts athletic leagues;  
Assigns officials;  
Conducts surveys in the neighborhood to discuss recreation interests and to recommend the best and most effective program for the community;  
Organizes, leads, and acts as an advisor to clubs, special interest groups and other continuing activities;  
Assists in organizing, promoting and directing tournaments, shows, socials, exhibits, festivals and special events;  
Checks, schedules, and oversees use of facilities, equipment and supplies;  
Assists in the preparation of manuals, rules, announcements, bulletins and promotional materials;  
Maintains appropriate records, inventories, reports and information;  
Attends staff meetings to discuss special problems;  
Gives first aid when necessary;  
Acts as a Sport Official in athletic contests, when needed;  
Gives direction and instructions to subordinate level recreation personnel;  
May work with an advisory group for a center;  
Uses computer applications such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments.

### **REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES:**

Thorough knowledge of first aid; good knowledge of the organization and conduct of several types of recreational activities with emphasis upon the organization and conduct of games, athletic events, and playground activities; familiarity with the philosophy and objectives of the professional recreation public, and of the purpose, use and benefit of various elements of the program such as arts and crafts, sports

and games, dramatics, music, hobbies, clubs, dance and special features; familiarity with the techniques of planning, organization, motivation and promotion of agency activities; ability to organize and instruct subordinate recreation leaders; ability to inspire confidence and enthusiasm, to mix readily with various groups and to maintain effective relationships with associates, participants, and the public; ability to supervise and develop subordinates and volunteer workers; ability to maintain records and make reports; ability to make and express recommendations clearly and concisely, both orally and in writing; ability to assume a position of leadership; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software; ability to read, write, speak, understand, and communicate in English sufficiently to perform the essential duties of the position; creativity; reliability; physical condition commensurate with the duties of the position.

**MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE:**

Graduation from high school or possession of a high school equivalency diploma and either: (a) five (5) years of experience in which the primary function of the position was the conduct of recreation services, activities, or programs or the operation of recreation facilities; or (b) a Bachelor's Degree\* in Recreation, Parks Resources, Leisure Services, Physical Education or related field; or (c) possession of current Certified Park and Recreation Professional (CPRP) status conferred by the National Recreation and Park Association or one of its authorized and recognized affiliates.

**SUBSTITUTION:** Satisfactory completion of 30 credits towards a Bachelor's Degree\* in one of the fields indicated in (b) above may be substituted on a year for year basis for up to four (4) years of the work experience indicated above.

**\*SPECIAL NOTE:** Education beyond the secondary level must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education.

**TAKE NOTICE:** This position is a civil service tested position, hiring will be on a contingent basis. In order to be considered for a probationary appointment, you must attain a passing score for this exam, and be among the top three highest scoring candidates willing to accept the position. A \$40 fee paid by check to Westchester County is required in order to sit for this exam.

Email or send resume to:  
Email: [tkuzemczak@yorktownny.org](mailto:tkuzemczak@yorktownny.org)

**Equal Opportunity Employer**

Town of Yorktown  
Attn: Human Resources  
363 Underhill Avenue  
Yorktown Heights, NY 10598

Towns, Villages,  
Cities of Rye & Peekskill  
School Districts  
J.C.: Competitive  
1k

Job Class Code: 0267/S267