

DIRECTOR OF YOUTH PROGRAMS

TOWN OF NEWFIELD

Department Town of Newfield

Classification Competitive

Labor Grade _____

Approved _____

Revised _____

By _____

DISTINGUISHING FEATURES OF THIS CLASS

The Director of Youth Programs is responsible for planning, organizing, coordinating and administering all aspects of youth development and youth recreation programs for the Town of Newfield. This work is performed in cooperation with and under advisement from a Youth Programs Committee that is under the control of the Town Board. The Director may be required to spend some time in a direct leadership role for particular programs or activities. Supervision, either direct or general may be exercised over the work of all paid and volunteer personnel involved in youth development and youth services programs. The incumbent will perform all duties related to these activities as required.

TYPICAL WORK ACTIVITIES & RESPONSIBILITIES

Administers the recreation programs for the Town of Newfield;
Promotes the organization of youth development services in the Town of Newfield to insure maximum efficacy, efficiency and utilization;
Recruits, selects assigns and trains recreation and youth service personnel;
Monitors and evaluates the effectiveness of the programs and services;
Represents Newfield's Youth Programming at meetings involving other departments and/or community organizations, and outside funding agencies;
Supervises, trains and evaluates the work of subordinate staff;
Schedules and Coordinates the use of facilities and equipment;
Publicizes recreation and youth development activities;
Prepares and presents regular and special reports to the Newfield Town Board regarding program needs, finances and effectiveness of services provided;
May conduct or lead particular recreational or youth development programs;
Purchases, distributes, collects and inventories equipment;
Works with other Town of Newfield employees to monitor, direct, control and account for the fiscal operations of Youth Development programs;
Seeks alternative sources of funding for Town of Newfield youth programs;

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DIRECTOR OF YOUTH PROGRAMS (CONTINUED)

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS

Working knowledge of community organization, public administration and personnel management;
Ability to supervise employees and volunteers;
Ability to organize and facilitate advisory groups;
Ability to plan, organize, develop, promote and maintain a variety of youth recreation and youth development activities;
Working knowledge of the principles and practices of budgeting;
Ability to assess needs, creatively problem solve and accomplish goals within the confines of available resources;
Possesses the tact, courtesy, good judgment and the ability to communicate well with individuals, community organizations and the public;
Good writing and computer applications skills;
Physical condition commensurate with the demands of the position
Ability to work flexible hours including nights and weekends;
Ability to meet transportation demands of the position

MINIMUM QUALIFICATIONS

- (a) Graduation from a regionally accredited or New York State registered four year college or university with a bachelors degree in field related to Recreation, Physical Education, or Child/Adolescent Development **and** two years of full-time paid (or the equivalent part-time and/or volunteer) experience working for a park or recreation service or community-based youth development program, one year of which was supervisory; **OR**
- (b) Graduation from a regionally accredited or New York State registered college with an Associates Degree and four years of full-time paid (or the equivalent part-time and/or volunteer) experience in a recreation program, one year of which was supervisory; **OR**
- (c) Graduation from high school or possession of a high school equivalency diploma **and** six years of full-time paid (or the equivalent part-time and/or volunteer) experience in a recreation program, one year of which was supervisory; **OR**
- (d) Any combination of training and experience equal to or greater than that described in (a), (b) and (c) above.

11/2003