

RECREATION AND YOUTH COORDINATOR Tompkins County

Department: Town of Lansing

Classification: Competitive

Labor Grade: K

Approved: TB Res #2003-193

By: HB, Deputy Commissioner of Human Resources

MINIMUM QUALIFICATIONS:

- a. Graduation from a regionally accredited or New York state registered college with an Associate's degree in a related field; **OR**
- b. Graduation from high school or possession of a high school equivalency diploma **AND** one (1) year of full-time paid (or the equivalent part-time and/or volunteer) experience in parks, recreation and/or youth programs; **OR**
- c. Any combination of training and experience equal to or greater than that described in (a), and (b).

Tompkins County is Committed to Equity and Inclusion. We encourage those with similar values to apply.

DISTINGUISHING FEATURES OF THE CLASS:

The Recreation and Youth Coordinator is responsible for assisting the department with the planning, organizing, implementing and administering all aspects of a recreation program for all ages and development programs for youth in the Town. The coordinator may be required to spend some time in a leadership role for a particular program or activity. Supervision may be exercised over the work of program staff, officials, and volunteers. The work is performed under the direct supervision of the Director of Parks and Recreation or designee with some leeway allowed for the use of independent judgment in carrying out work activities. The incumbent will perform all related duties as required.

TYPICAL WORK ACTIVITIES:

- Assists with the administration of the recreation and youth program for specific municipality;
- Assists with the plan, design, organize, implement, promote and evaluate a comprehensive recreation program;
- Works with all subordinate recreation staff, volunteers, coaches, officials, etc.;
- May participate in meetings with other departments, community organizations, municipalities, etc;
- Assists with the coordination with youth programming organizations to develop youth enrichment programs;
- Assists with making up schedule for sports and special events;
- May assist with the preparation and distribution of news releases, ads, event/game/program schedules, flyers and brochures;
- May assist with monitoring budget for programs and equipment;
- Assists with keeping records of and preparing reports for tracking and evaluating programs, participants, budget, inventory, etc.;
- Assists with carrying out plans and goals for future programming and facility needs;
- Assists with obtaining and maintaining appropriate building use and/or permits for programs;
- Schedules inspections, maintenance, and repairs of sports equipment and uniforms;
- May assist with the officiating at athletic events, chaperoning of trips, instruction of children in games, sports, or other activities;
- Acts as a liaison between leagues, coaches, volunteers and participants;
- Assures the safety of participants and others involved;
- May assist with the officiating at athletic events, chaperoning of trips and other group activities;
- May assist in the instruction of children in games, sports, arts and crafts, dancing, singing, dramatics, etc.;
- May assist with the preparation of parks fields for sporting and other events;

- May perform routine custodial and maintenance tasks.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Good knowledge of the principles and practices involved in municipal recreation program;
- Good knowledge of the recreation needs of the community;
- Good knowledge of the principles and practices of supervision;
- Working knowledge of rules/regulations regarding local athletic leagues and safety issues;
- Ability to plan, organize and promote a variety of recreation activities;
- Ability to use program related equipment;
- Ability to assess program needs and accomplish goals within the confines of available resources;
- Ability to communicate effectively, both orally and in writing, with groups and individuals;
- Ability to deal courteously and effectively with the public, boards and other town employees;
- Good problem-solving skills, tact, courtesy and good judgment are required;
- Obtain and maintain first aid and CPR with AED certification;
- The employee's physical and mental condition shall be commensurate with the demands of the position, either with or without reasonable accommodations.

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