

TOWN OF HURLEY

APPOINTING JOHN PERRY AS PART TIME RECREATION DIRECTOR

Resolution No. 2024-

Moved By _____

Date: January 23, 2024

Seconded By _____

WHEREAS, the position of PT Recreation Director (position #5441) that is on file with the Ulster County Personnel Department is classified as non-competitive; and

WHEREAS, the previously dissolved Recreation Department is being reinstated; and

WHEREAS, the Recreation Committee has not been active in several years;

THEREFORE, BE IT RESOLVED that the Town Board approve the hiring of John Perry as Deputy Supervisor, at the rate of \$15 per hour with a maximum of 10 hours per week from budget line A7310.1.

	AYE	NAY
Mike Boms, Supervisor	_____	_____
Diana Cline, Councilperson	_____	_____
Deb Dougherty, Councilperson	_____	_____
Tim Kelly, Councilperson	_____	_____
Gregory Simpson, Councilperson	_____	_____

Recreation Secretary Job Description

10 hours per month—Recreation previously had a \$25,000 yearly budget—all monies collected went to General Fund. Committee was dissolved over ten years ago.

1. Schedule one meeting monthly with Recreation Committee and take minutes
2. File for yearly youth grant from the county
3. Trips
 - a. Coordinate and secure bussing and tickets
 - b. Put together articles for newsletter about trips
 - c. Keep track of responses, deposits, etc.
 - d. Chaperone trips/designate someone to be responsible for—coordinate people on or off
 - i. NYS first Saturday December
 - ii. Rockette Saturday after Thanksgiving (2 buses)
 - iii. Whale watching every other summer
 - iv. Polar Express tickets in fall
 - v. 1-2 others depending on response
4. Coordinate summer program for youth
5. Easter egg hunt black Friday at Town park
6. Coordinate with Supervisor Secretary for Memorial Day Parade
7. Coordinate volunteer appreciation dinner

RECREATION DIRECTOR

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for planning, organizing and supervising the recreation program of a municipality. This position is normally seasonal or part-time and involves administrative and supervisory duties, overseeing all aspects of the recreation program including staff selection and evaluation, program development and fiscal responsibility. The class differs from that of Assistant Recreation Director in that the Recreation Director has overall responsibility for the program and supervises the Assistant Director. The work is performed under the general direction of a municipal board or a higher level municipal official. Supervision is exercised over the work of subordinates. Does related work as required.

TYPICAL WORK ACTIVITIES: The typical work activities listed below, while providing representative examples of the variety of work assignments in the title do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.

Plans and organizes a municipal recreation program developing various activities;

Develops and proposes an annual budget;

Interviews, trains and supervises staff, defines staff roles and schedules staff assignments;

Oversees various program activities and the maintenance of facilities including swimming and picnic areas, boating areas, recreation centers and other facilities;

Monitors and controls the budget;

Maintains fiscal records;

Promotes recreation programs through community contact and publicity materials;

Prepares requisitions for equipment and supplies;

Represents the Recreation Program at meetings with municipal officials, community organizations and the public;

Responds to public inquiries regarding all aspects of a municipal recreational program;

Promotes recreational programs and activities to ensure maximum participation and optimal results;

May conduct surveys and studies to assess the effectiveness of existing programs and make appropriate changes, if necessary;

May organize and conduct registration for all recreational activities;

May lead and participate in conducting a variety of recreational activities;

Recreation Director

Keeps a variety of records and makes reports.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of youth and adult recreation programs; good knowledge of the operational requirements of parks, pools and other recreational facilities; good knowledge of athletics, sports and crafts appropriate to recreation programs; working knowledge of budget preparation and maintenance; ability to plan and supervise the work of others; ability to get along well with others; ability to prepare reports; ability to communicate effectively both orally and in writing; administrative aptitude; physical condition commensurate to the demands of the position.

MINIMUM QUALIFICATIONS: Either:

- A. Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree; **OR**
- B. Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree in Recreational Leadership, Education or related field and one year of full-time, volunteer or paid, work experience in an administrative, supervisory or counselor-role in a recreational or seasonal camping program; **OR**
- C. Candidate must be at least twenty-one (21) years of age and meet the following requirement: Twenty-four (24) weeks of administrative, supervisory or counselor experience in a recreational or seasonal camping program; **OR**
- D. An equivalent combination of the training experience as indicated within the parameters of A, B and C above.

Special Requirements: If the position functions as a "camp director" of an overnight camp, summer day camp or traveling summer day camp as defined in the New York State Sanitary Code, appointee must meet all relevant requirements of the Sanitary Code and be approved prior to appointment by the local permit issuing official in the health department. In cases where incumbents perform duties in a specialty area that requires a special license or certificate, possession of such license or certificate is required at time of appointment.

ULSTER COUNTY
5440 REC DIR
Classification: Competitive
5441 REC DIR PT
Classification: Non-Competitive
5442 REC DIR SE
Classification: Non-Competitive
OA

Adopted: July 17, 1990
Revised: May 16, 1995
Revised: June 15, 1995
Revised: May 22, 2000
Revised: April 5, 2005