

PROGRAM ADMINISTRATOR (AQUATICS & CAMPING)

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent of this class is responsible for the supervision, control and coordination of programmatic and administrative services for the aquatics and camping practices of the Department of Parks, Recreation and Conservation including contract management, lifeguard training and certification, budget preparation and implementation, program planning, development and implementation and the establishment, monitoring and revision of procedures for the safe, efficient and professional operation of the aquatics and camping services at all PRC facilities. Close working relationships are maintained with other supervisors and administrators through continuing on site contact to insure operational objects, as well as with other County departments (i.e. Personnel, Public Safety, CSEA etc.). Supervision is exercised over safety personnel and aquatics instructors. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Administers the policies established by the Commissioner of Parks regarding the operation of aquatic and camping services;

Develops and implements certification program for lifeguards at all County pools and beaches, including Playland;

Develops and implements an in-service training program for lifeguards at all County Pools and beaches, including Playland;

Develops and implements first aid training and certification for all PRC facilities;

Participates with Personnel and PRC Personnel Office in the recruitment and selection of all lifeguards;

Deploys lifeguards to all PRC facilities based upon need, skill level and the professional judgment of the Administrator;

Researches "save and rescue" patterns and data to determine the most effective method of protecting the public and conducts other special studies as needed;

Develops and monitors compliance of all pool and beach safety plans;

Establishes and supervises all Aquatics based programs at all PRC facilities, for example, Learn to Swim, Sr. Exercise, Water Aerobics, etc.;

Establishes and supervises all camping services to facilitate public use and enjoyment of PRC facilities as well as to enhance revenue production through "niche" marketing of camping services;

Contracts and supervises specialists for the aquatics training and program services;

Participates in the promotion of PRC programs;

EXAMPLES OF WORK: (Cont'd)

Interprets programs to municipalities through speeches, lectures, written articles, etc.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of administrative processes and techniques; thorough knowledge of current water safety and lifeguarding techniques and procedures; thorough knowledge of current camping programs and procedures; thorough knowledge of Health Department codes 7.2 and 6.1 regarding the operation of pools, beaches and camps; knowledge of current aquatics based programming trends and techniques; ability to plan, lay out and supervise the work of others; ability to train individuals and ensure compliance with precise skill levels; ability to motivate and project a highly professional image; ability to carry out complex oral and written instructions; tact; courtesy; initiative; good judgment; physical condition commensurate with the duties of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: A Bachelor's degree* in Recreation, Parks, Leisure Studies or Physical Education and four years of administrative experience, two of which must have been in a supervisory level in the field of recreation and parks.

SPECIAL REQUIREMENTS:

Water Safety Instructor
Certified Pool Operator
Lifeguard Instructor Trainer
CPR Professional Rescuer Instructor
Community First Aid Instructor
Lifeguard Instructor
Safety Management of Outdoor Leaders

*SPECIAL NOTE: Education beyond the secondary must be from an institution recognized or accredited by the Board of Regents of the New York State Education Department as a post-secondary, degree-granting institution.