

ASSISTANT COMMISSIONER-DEPARTMENT OF COMMUNITY RESOURCES
(Town of Greenburgh)

GENERAL STATEMENT OF DUTIES: Assists in the operation and supervision of the community center's activities and programs; does related work, as required.

DISTINGUISHING FEATURES OF THE CLASS: Under the general supervision of the Deputy Commissioner and/or Commissioner of the Department of Community Resources, an incumbent of this position assists in the overall operation of the community center. The incumbent assists in the planning, development and implementation of various athletic, recreational, educational and cultural activities for participants of all age groups of the community. The incumbent will attend community meetings to promote these activities and will be primarily responsible for the operation of the center in the evenings and on weekends, as needed. Supervision will be exercised over a staff of instructors, professional and para-professional and clerical personnel.

EXAMPLES OF WORK: (Illustrative Only)

Assists in the operation of the Community Center; works a flexible schedule to include evenings and weekend hours;

Assists in the planning, development and implementation of activities and programs for participants of all age groups;

Meets with community agencies, schools, religious groups, etc. to promote the activities of the center and to discuss additional needs of the community;

Participates in the presentation of information to outside groups to explain and sustain support for the policies and programs of the center;

Assists in the development of youth and adult workshops;

Acts as advisor to youth groups providing counseling, mentoring and encouragement;

Works with current staff to increase development of athletic programs for adults and youths, i.e. baseball, basketball, golf, etc.

Works with outside agencies for procurement of fields, gymnasiums, needed for the additional recreational programs;

Maintains inventory of sports and recreational equipment;

Recruits referees and coaches, either volunteer or paid, required for athletic events;

Plans and directs the summer camp programs;

EXAMPLES OF WORK: (Illustrative Only) (Continued)-

Assists in the supervision of the instructional, clerical and maintenance staff of the community center;

May be required to use computer applications in the performance of the job.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of activity program planning and development; good knowledge of program presentation and evaluation techniques; good knowledge of community services and needs; ability to organize and delegate work assignments; ability to assess and supervise the performance of personnel and programs; ability to communicate effectively both orally and in writing; ability to work cooperatively with staff, community agencies, officials, and public; ability to use computer applications software; ability to maintain records; resourcefulness; tact; initiative; dependability; 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) a Bachelor's Degree and two (2) years of experience in the administration and management of community-based recreation and/or social programming; or (b) a Master's Degree and one (1) year of experience as described in (a) above; or (c) six (6) years of experience as described in (a) above, one of which must have been in a supervisory capacity; or (d) a satisfactory equivalent combination of the foregoing training and experience.