

DIRECTOR OF SPECIAL RECREATION
(Town of Greenburgh)

GENERAL STATEMENT OF DUTIES: Responsible for the administration, coordination, supervision and delivery of therapeutic recreation programs and services to all segments of the developmentally disabled population of the Town of Greenburgh and its six villages; acts as the recreation inclusion officer to address the needs of residents with varying disabilities; does related duties as required.

DISTINGUISHING FEATURES OF THE CLASS: Under the general supervision of the Commissioner of Parks and Recreation, an incumbent of this class is responsible for performing important professional and programming managerial tasks to assure quality recreation services for the developmentally disabled population of the town and the incorporated villages. This includes responsibility for identification and pursuit of grants and other sources of funding, the preparation and monitoring of the Special Recreation budget and working with the Special Recreation Advisory Board to provide these services. The Director exercises judgement in the recruitment, development and training of staff for specific therapeutic needs and assures that programs and services are in compliance with State Agency and Local regulations. Supervision is a responsibility of this position.

EXAMPLES OF WORK: (Illustrative Only)

Oversees the planning, development and preparation of parallel programs, services and special events for adults, children and families with disabilities;

Acts as initial contact for all recreation inclusion needs and referrals. Develops and maintains relationship with agencies that serve people with disabilities;

Prepares and monitors budgets, applies for grants, identifies and pursues sources of funding for the programs;

Prepares and submits monthly and quarterly reports to the Commissioner and/or the Board;

Develops and implements orientation and training materials for staff;

Coordinates and promotes a marketing program in cooperation with town and village community groups;

Attends monthly meetings of the Special Recreation Advisory Board and attends meetings of the Town Board as appropriate;

Meets with village administrators and/or recreation officials to identify the most appropriate facilities and resources from each village to be utilized in the provision of services district-wide, i.e. bus transportation, swimming pools, gymnasiums, etc.;

Evaluates recreation programs and related services and makes recommendations effecting change, as necessary; Leads programs when needed;

Establishes goals to formulate and implement policies and procedures regarding recreation service delivery;

EXAMPLES OF WORK: (Illustrative Only) (Continued)

Represents the department and town at community and village meetings and events;

Use computer applications software in the performance of the job.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of Local, State and Federal rules, regulations, ordinances and laws regarding services for the developmentally disabled; good knowledge of the theory, principle, practices and objectives of public therapeutic recreation; good knowledge of program management, organizational planning, fiscal management and policy development; good knowledge of grant funding resources and public relations techniques; good knowledge of the community based setting and social, medical and recreational needs of the various handicapped population; ability to supervise and coordinate the work of others; ability to present ideas effectively, both orally and in writing; ability to use computer applications software; good judgement; tact; integrity; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Graduation from a recognized college or university with a Bachelor's Degree in Therapeutic Recreation or Recreation and either: (a) two (2) years of experience working with developmentally disabled population, which must have included one (1) year supervisory experience; or (b) A Master's Degree in Therapeutic Recreation or Recreation and one (1) year experience in a supervisory capacity working with developmentally disabled population.

SPECIAL REQUIREMENT: Certification as a Therapeutic Recreation Specialist (CTRS) at time of appointment or CTRS eligible and obtain certification within 12 months after appointment.

