



Our Future Starts  
With *you!*

**POSITION:** Recreation Program Coordinator I

**DEPARTMENT:** Albany County Parks and Recreation

**SALARY RANGE:** \$48,000-\$50,861

**LOCATION:** 390 New Salem Rd., Voorheesville, NY 12186 (subject to programs needs)  
420 Western Ave, Albany, NY 12203 (subject to programs needs)  
22 Remsen St., Cohoes, NY 12047 (subject to programs needs)

**HOURS:** 35 Hours (set schedule at time of appointment)

**BENEFITS:**

- ▶ Paid Time-Off
- ▶ Tuition Reimbursement
- ▶ NYS Retirement
- ▶ Health, Dental, Vision and Hearing
- ▶ Employee Assistance Program

**DESCRIPTION:**

The incumbent is responsible for the development, implementation, organization, and management of recreation programming for County residents of various ages and abilities. This individual is central to the management of County operated recreation facilities, including the supervision of staff and enforcement of policies, rules, and regulations. This position involves professional administrative duties of considerable complexity. This employee works under the supervision of the Recreation Program Coordinator II. Does related work as required.

**MINIMUM QUALIFICATIONS: EITHER:**

- A. Graduation from an accredited college or university with at least a Bachelor's Degree in Recreation, Business, Education or a closely related field and one (1) year of experience in recreation management, education, or social services; *OR*,
- B. Graduation from high school or possession of a high school equivalency diploma, and five (5) years of experience in recreation management, education, or social services.

**SPECIAL REQUIREMENTS:**

- Possession of a valid driver's license at time of appointment and throughout employment;
- Possession of a First Aid/CPR/Automated External Defibrillator Certification within one (1) year of appointment and throughout employment after;
- Possession of a Parks and Recreation Professional certification within one (1) year of appointment and throughout employment after.

**Please upload a resume with this application.**

**POINT OF CONTACT FOR INQUIRIES:**

Bakary Janneh, Commissioner  
Bakary.janneh@albanycountyny.gov

