



Our Future Starts
With *you!*

POSITION: Recreation Program Coordinator I

DEPARTMENT: Aging

SALARY RANGE: \$48,500-\$55,382

LOCATION & HOURS: Hellman Library– St. Rose Campus, 8A-5P (nights and weekends as needed)

BENEFITS:

- ▶ Generous Paid Time-Off
- ▶ NYS Retirement System
- ▶ Work-Life Balance
- ▶ Health, Dental, Vision and Hearing
- ▶ Tuition Reimbursement
- ▶ Public Service Loan Forgiveness

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. 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 REQUIREMENT:

- 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 submit a resume and copies of relevant certifications with this application.

POINT OF CONTACT FOR INQUIRIES:

James.halios@albanycountyny.gov

