Our Future Starts With you!

POSITION Recreation Program Coordinator I (HELPS)

DEPARTMENT Parks and Recreation

SALARY $55,382

WORK LOCATION 420 Western Ave Albany, NY

BENEFITS
Paid Time Off
Health, Dental, Vision, & Hearing
Tuition Reimbursement
NYS Retirement
Employee Assistance Program
Subsidized Daycare – Little Sprouts at Shaker Place

DESCRIPTION

The Recreation Program Coordinator I is responsible for programming at the Department of Recreation. The ideal candidate will have experience planning and implementing senior activities such as crafts, games and exercise classes. This Recreation Program Coordinator I position is based out of the Hellman Family Wellness Center. 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 a recreation, education, or social services setting; *OR,*
B. Graduation from high school or possession of a high school equivalency diploma, and five (5) years of experience in a recreation, education, or social services setting.

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.

POINT OF CONTACT FOR INQUIRIES

James.halios@albanycountyny.gov

Candidates will not have to take an exam for this title. This is a Hiring Emergency Limited Placement (HELP) Program-designated title. The HELP Program is a temporary program designed to help local government employers address current staffing issues. Traditionally, the titles filled under the HELP Program required job candidates to compete in a competitive exam to be considered for employment. For the duration of the program, this title will be classified as non-competitive and categorized as a "HELP Program" position. At the close of the program, this position will revert to competitive class status. Employees occupying positions filled through the HELP Program will be granted competitive class status without the need to participate in a competitive exam.

Daniel P. McCoy
Albany County Executive