

Department: In all Civil Divisions
Classification: Non-Competitive (Seasonal)
Grade: _____

SPEC DISK AC
DOCUMENT 11
FLSA Exempt

DAY CAMP DIRECTOR

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for the administration of a comprehensive recreation program. Employees in this class organize and direct a recreation program suitable to the interest and needs of a variety of age groups. Work is performed under the general direction of the responsible Board or Commission with wide leeway allowed for exercise of independent judgment in carrying out details of the work. Supervision is exercised over the work of subordinate staff. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Directs, plans and promotes an athletic and recreation program suitable for a wide range of interests and age groups;
Oversees and supervises the operation and maintenance of the recreation centers and playgrounds;
Confers with the responsible Board or Commission on matters of finance, size and scope of the program;
Maintains a close working relationship with schools, churches and other recreation oriented organizations to insure maximum program efficiency;
Periodically reports to the responsible Board or Commission on progress plans for improvement of and problems encountered in the recreation program;
Schedules, solicits paid or volunteer help for supervisors and may personally conduct a recreation program;
Prepares and distributes publicity and new release material and speaks to civic groups on recreation and athletic matters;
Oversees the purchase and maintains an inventory of recreational supplies and equipment required for the recreation program;
Prepares and submits cost estimates for various programs to the responsible Board or Commission and directs the execution of the approved budget;
Prepares a variety of records and reports.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of recreation administration theory and practices; good knowledge of planning and practices relative to acquiring and equipping recreation areas and facilities; good knowledge of the principles and practices of leisure recreation; ability to plan, promote, organize and supervise a comprehensive recreation program; ability to communicate and cooperate with civic organizations and the general public; ability to speak effectively before groups; ability to plan and supervise work of others; ability to write clearly and concisely; sound judgment; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

- (A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree and have two seasons of administrative or supervising experience in camping; or
- (B) Be at least 21 years old and have two seasons of administrative or supervising experience in camping; or
- (C) An equivalent combination of training and experience as defined by (a).

NOTE: Season means the annual duration of an organized recreation or athletic program (e.g. summer playground program).

Revised: 04/01/2010

Department: Towns and Villages
Classification: Non-Competitive

SPEC DISK C7
DOCUMENT 08

CAMP HEALTH DIRECTOR (Seasonal)

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for performing health and sanitation services at a children's day camp on a seasonal basis. The work is performed under the general supervision of the Recreation Director and/or Youth Commissions. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Supervises health and sanitation at a children's day facility;
Maintains youths confidential medical history;
Provides daily health surveillance of camp occupants;
Handles health emergencies and injuries including emergency preparedness and provisions for professional health care;
Maintains camps daily medical log;
Reports health and sanitation incidents that are reportable to the Health Department;
Administers first aid and emergency treatment when necessary;
Arranges to transport sick or injured youths to home or doctor's office in case of emergency;
Prepares records and reports as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of health and sanitation codes; ability to administer first aid and CPR; ability to keep records and make reports; ability to get along well with campers and staff; good observation, mental alertness, initiative, patience, emotional stability, physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Possession of a license or temporary permit to practice or current registration to practice as a Physician, Nurse Practitioner, Physicians Assistant, Registered Professional Nurse, Licensed Practical Nurse, Emergency Medical Technician.

SPECIAL QUALIFICATIONS FOR ACCEPTANCE OF APPLICATION:

Must be certified in First Aid and CPR as required by the State Sanitation Code - Section 7-2.

Certain medical personnel may possess training and experience that is equivalent to or exceeds the above listed certifications. Qualifications should be submitted to the local permit-issuing official for evaluation.

Revised: April 1, 2010

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SPEC DISK DC
DOCUMENT 17

WATERFRONT DIRECTOR

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for planning, organizing and supervising the safe, efficient and economic operation of a swimming area. Work is performed under the general direction of the responsible Board, Commission or Camp Director with wide leeway allowed for exercise of independent judgment in carrying out details of the work. Supervision is exercised over the work of all subordinate staff. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Supervises and helps with the operation and maintenance of bath houses, toilets, picnic grounds, pool or beach, and all swimming area equipment;
Keeps records of; attendance at area, inventory, bathing suit rentals, cost of operations, money take in;
Prepares payroll for staff;
Prepares various reports on the operation of the facility.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of modern methods, materials and tools for operation of a swimming area; good knowledge of first aid, lifesaving, and rescue work; ability to plan and direct the work of others; initiative; sound judgment; physical condition commensurate with demands of the position.

MINIMUM QUALIFICATIONS: Either:

Must be at least 21 years old and have three seasons of previous waterfront experience as a lifeguard or had previous experience as a Waterfront Director.

SPECIAL REQUIREMENTS FOR ACCEPTANCE OF APPLICATIONS:

Possession of an accepted and current American Red Cross basic life support for the professional rescuer CPR, or equivalent combination; and possession of a current lifeguard training certificate from a certifying agency (such as the American Red Cross, Boy Scouts, YMCA) acceptable to the State Health Commissioner.

NOTE: If position requires the assessment of swimming abilities or includes swimming lessons, candidates must possess Water Safety Instructor (WSI) training.

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SPEC DISK DC
DOCUMENT 18

LIFEGUARD

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for performing routine patrol work looking after the safety and welfare of the bathers at a swimming area. There is, however, considerable responsibility for the exercise of sound judgment in emergencies. An error in judgment might result in lost of life. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

- Stands watch or patrols bathing beach keeping bathers within bounds and going to their aid when they are in difficulty;
- Applies resuscitation techniques and otherwise renders first aid;
- Instructs beginners in swimming;
- Keeps the beach free of glass and other debris;
- Performs other routine duties such as repairing equipment;
- Maintains order;
- Enforces compliance with beach rules.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

A thorough knowledge of first aid, life saving and rescue work as applied to accidents in the water; ability to swim well; ability to deal with the public and to secure cooperation without unnecessary antagonism; ability to keep records and to make simple reports and arithmetic computations; good observation; mental alertness; good moral character; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Must be at least 17 years old.

SPECIAL REQUIREMENTS FOR ACCEPTANCE OF APPLICATION:

Possession of a current American Red Cross basic life support for the professional rescuer CPR, or equivalent combination; and possession of a current lifeguard training certificate from a certifying agency (such as the American Red Cross, Boy Scouts, YMCA) acceptable to the State Health Commissioner.

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SPEC DISK EC
DOCUMENT 12
FLSA Exempt

HEAD CAMP COUNSELOR

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for planning, organizing and supervising a major segment of the recreation program, either playgrounds or athletics. Employees participate in planning, promoting and publicizing program activities. Supervision is exercised over subordinate staff. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Plans, organizes and directs playground, recreation and athletic activities;
Prepares publicity and news releases for an assigned portion of the recreation program;
Schedules and directs activities at playgrounds, recreation facility or athletic fields;
Plans and promotes special activities or events;
Evaluates programs for maximum utilization of staff, resources, and equipment;
Makes periodic inspection of recreation facility, playgrounds and athletic fields to ensure that program activities are being carried out properly and that health and safety standards are maintained;
Purchases supplies and equipment within limits established;
Assists in the formulation of policies of recreation program and recommends new programs for implementation.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of recreation administrative theory, principles and practices; good knowledge of planning and equipping recreation facilities and areas; working knowledge of governmental budgetary preparation procedures; ability to plan, organize and promote recreation activities and programs; ability to plan and supervise the work of others; ability to work with groups of people of all ages; ability to communicate and cooperate with civic organizations and the general public; ability to write clearly and concisely; emotional maturity; sound judgment; reliability; resourcefulness; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

- (a) Graduation from high school or possession of a high school equivalency diplomas and four seasons of experience in the conduct of an organized recreation or athletic program; or
- (b) Must be at least 18 years old and have two seasons of experience as a Camp Counselor; or
- (c) An equivalent combination of training and experience as defined by the limits of (a).

NOTE: Season means the annual duration of an organized recreation or athletic program (e.g. summer playground program).

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SPEC DISK EC
DOCUMENT 13
FLSA Non-Exempt

CAMP COUNSELOR

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for the leadership of youth activities. An employee in this class organizes, directs and promotes appropriate recreational activities for all age groups. The work is performed under the direct supervision of the Head Camp Counselor in charge of the Program. Supervision is exercised over the work of subordinate staff. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Directs the recreation programs and activities at a specific playground or play area;
Organizes, promotes and directs activities such as softball, badminton, paddle tennis, native studies, hikes, camping, arts and crafts, story-telling, dancing, singing, dramatics and quiet games; Assists in the organization of and conducts tournaments in basketball, bowling, badminton, volleyball and table game leagues;
Assists in the organization and conduct of socials, dances and other special events;
Plans daily schedule of activities;
Inspects equipment for safety;
Maintains records of activities and inventory of equipment;
Performs minor repair and maintenance of equipment.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of the organization and conduct of recreational activities; ability to plan and direct the work of others; ability to maintain routine records; ability to stimulate and maintain the interest of program participants; sound judgment; integrity; reliability; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- (a) Must be at least 16 years old and have one season of experience in an organized recreation or athletic program; or
- (b) Must be at least 16 years old with acceptable training.

NOTE: Season means the annual duration of an organized recreation or athletic program (e.g. summer playground program).

REVISED: 04/06/2010

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SPEC DISK HC
DOCUMENT 16
FLSA Non - Exempt

CAMP COUNSELOR "IN-TRAINING"

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for the performance of beginning level recreation tasks in assisting a Camp Counselors in the conduct of recreation activities. Work is performed under the direct supervision of a Camp Counselor. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES:

- Assists in the conduct of a program at a recreation center or facility;
- Assists in the conduct of socials, dances, tournaments, special events, story telling sessions, dramatics and other recreation activities;
- Assists with officiating at athletic contests;
- Assists with the chaperoning of trips and other group activities;
- Assists in the instruction of children in games, sports, arts and crafts, dances, singing, dramatics and similar activities;
- Supervises the conduct of children's games and maintains order;
- Maintains records of attendance, activities and equipment;
- Prepares schedules for sports and special events;
- Distributes and collects equipment.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Working knowledge of the organization and conduct of several types of sports, games, hobbies or other recreational activities; ability to maintain simple records; ability to understand and follow simple directions; reliability; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Must be at least 15 years old at the time of appointment.