

New York State Department of Civil Service
DIVISION OF CLASSIFICATION & COMPENSATION

Tentative Classification Standard

Occ. Code 1544200

Assistant Park Recreation Activities Specialist, NS	1544200
Park Recreation Activities Specialist, Grade 10	1544100
Assistant Park Recreation Supervisor, Grade 12	1545200
Park Recreation Supervisor, Grade 14	1545100
Assistant Regional Park Recreation Coordinator, Grade 16	1533200

Brief Description of Class Series

Positions in this series coordinate and plan cultural, educational, artistic, environmental, and sports activities, events, and programs at assigned recreational facilities and parks operated by the Office of Parks, Recreation and Historic Preservation. They work with local governments, school officials and teachers, community organizations, businesses, sporting and cultural groups, and others to promote the use of State facilities, and actively solicit corporate co-sponsorships and grants.

Distinguishing Characteristics

Assistant Park Recreation Activities Specialist: seasonal position; assists with the implementation of special events and regularly scheduled programs during peak parks operations.

Park Recreation Activities Specialist: entry level; plans, schedules, and oversees facility activities, events, and usage; organizes and conducts special events and programs; supervises and trains volunteer and paid staff; and monitors facility usage.

Assistant Park Recreation Supervisor: first supervisory level; serves as an assistant supervisor of recreation for a recreational facility or park; and implements and coordinates activities and events.

Park Recreation Supervisor: second supervisory level; supervises the recreation program at a park or recreation facility or supervises a major component of the regional recreation program; and serves as the shift supervisor at a recreational complex.

Assistant Regional Park Recreation Coordinator: regional supervisor; plans, implements, and oversees the recreation program in an assigned region; and

proactively solicits and negotiates business and corporate grants and co-sponsorships for region-wide or large-scale single park events.

Illustrative Duties

Assistant Park Recreation Activities Specialist

Works with a Park Recreation Activities Specialist to coordinate and direct various cultural and performing arts activities and programs.

Leads activities for school related programs.

Assists with the evaluation of programs and equipment needs.

Gathers necessary equipment and supplies for all activities and programs.

Assists with maintaining records and inventory of supplies, materials, and equipment.

Prepares news releases, flyers, and brochures to ensure community awareness of various programs and activities.

Updates and maintains files and mailing lists.

Compiles information, records, and data to assist with preparing reports.

Park Recreation Activities Specialist

Plans, conducts, and evaluates recreation programs and events.

Organizes recreational programs by determining community recreation needs, meeting with users and potential participants, evaluating public participation and comments, and recommending new and revised programs.

Photographs events for publicity and records.

Develops and conducts education programs about natural resources and other features at an assigned facility.

Coordinates programs for schools and community organizations.

Coordinates the usage of facilities and equipment for regular programs and special events.

Assists community organizations in planning, scheduling, and conducting events.

Organizes and leads special programs, workshops, and instructional programs.

Assists in determining program and equipment needs by evaluating condition and usage of equipment and facilities and obtaining information about the potential interest and participation in programs.

Assists in supervising staff and volunteers by monitoring time and attendance, evaluating performance, and scheduling staff.

Prepares reports, records, and publicity materials.

Prepares and maintains event schedules.

Assistant Park Recreation Supervisor

Coordinates, plans, and implements the seasonal or yearly recreation program by determining community needs and preferences, meeting with representatives of local organizations and schools, developing schedules of events, determining resources needed to conduct programs, and soliciting community, local government, and business support, participation, and financial and resource assistance.

Coordinates daily usage and scheduling of facilities and ensures that equipment, supplies, and facilities are available and ready.

Resolves scheduling conflicts.

Assists supervisors in preparing and evaluating contracts for services and special programs; recruits, trains, and supervises paid and volunteer staff for programs, events, and regular operations.

Prepares work schedules.

Compiles and evaluates statistical and other information about facility usage.

Prepares a variety of written materials, such as news releases, brochures, and program guides.

Park Recreation Supervisor

Schedules ongoing activities and special events, which includes determining and allocating resources, supervising, training, scheduling, and evaluating staff, and overseeing the issuance, maintenance, and care of equipment and facilities.

Determines the condition of equipment and facilities and recommends and approves maintenance and replacement within budgetary allocation.

Identifies sources of community and business support, assists with soliciting support for and participation in park programs, and records and acknowledges support.

Plans, develops, and conducts programs to meet community, business, and school needs and assists and supervises staff in planning and conducting programs and special events.

Identifies and explores alternate funding for programs.

Develops and administers contracts with services providers.

Prepares and approves program schedules.

Trains staff for specific and general program needs.

Publicizes programs and events.

Prepares reports about the recreation program.

Assistant Regional Park Recreation Coordinator

Serves as a point of contact to local government, schools, community organizations, businesses, and special interest groups by meeting with them, identifying needs, soliciting support and participation, and coordinating events and programs with these groups.

Monitors the quality of programs.

Develops, implements, supervises, and reviews regional programs and initiatives.

Ensures that programs and facilities are accessible.

Directs staff in planning and implementing programs to meet special needs.

Directs fundraising activities.

Plans and conducts special events and programs that recognize donations, support, and volunteer work in support of agency programs.

Proactively solicits and negotiates business and corporate grants and co-sponsorships for regional or large-scale single park events.

Works closely with corporate grantors to fulfill their programmatic and/or financial accountability requirements for sponsorship.

Assists in overseeing the regional recreation budget and approves expenditures for special events and programs.

Assists in preparing the regional recreation budget.

Minimum Qualifications

Assistant Park Recreation Activities Specialist

Open Competitive: one year of experience in an organized recreation program.

Park Recreation Activities Specialist

Open Competitive: two years of experience in an organized recreation program, six months of which must have been supervisory.

Assistant Park Recreation Supervisor

Open Competitive: two years of experience in an organized recreation program, one year of which must have been supervisory.

Park Recreation Supervisor

Open Competitive: four years of experience in an organized recreation program, one year of which must have been in the coordination and implementation of the program.

Assistant Regional Park Recreation Coordinator

Open Competitive: five years of experience in an organized recreation program, two years of which must have been in the coordination and implementation of the program and included one year of supervisory experience.

NOTE: Classification Standards illustrate the nature, extent, and scope of duties and responsibilities of the classes they describe. Standards cannot and do not include all of the work that might be appropriately performed by a class. The minimum qualifications above are those which were required for appointment at the time the Classification Standard was written. Please contact the Division of Staffing Services for current information on minimum requirements for appointment or examination.

03/2026

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