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NASSAU COUNTY
SCHOOL DISTRICTS
CLASS SPECIFICATION

Title : RECREATION COORDINATOR
Code: 330055 OMP
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Competitive

GENERAL STATEMENT OF DUTIES

Coordinates interscholastic athletic programs; performs related duties as required.

COMPLEXITY OF DUTIES

Under general supervision, the duties involve planning and coordinating a variety of interscholastic athletic team programs.

TYPICAL DUTIES

- * 1. Plans and participates in meetings with secondary school physical education and recreation supervisors concerning the set up and scheduling of athletic contests between schools.
- * 2. Reviews and evaluates officials' ratings and experience to insure appropriate assignment.
- * 3. Answers specific questions with regard to rules, regulations, equipment, and officiating related to interscholastic sports.
- * 4. Maintains liaison with local district athletic departments to resolve problems and complaints.
- 5. Maintains records and prepares reports, as required.

***ESSENTIAL FUNCTIONS**

FULL PERFORMANCE KNOWLEDGES, SKILLS, AND ABILITIES

1. Thorough knowledge of the planning and organizing of interscholastic athletic competition.
2. Knowledge of recreation administrative theory and practices.
3. Knowledge of current trends in school athletics and Physical Education.
4. Ability to plan and organize interscholastic athletic competition.
5. Ability to establish and maintain effective working relationships with school athletic directors and community agencies.
6. Ability to express oneself effectively, both orally and in writing.

MINIMUM QUALIFICATIONS

Training and Experience

Bachelor's degree from a regionally accredited or New York State registered college or university with a major in Physical Education or Recreation
and

Two years of satisfactory, paid experience coordinating and/or planning, or assisting in the coordination and/or planning of athletic contests and/or recreation programs.

- NOTE:**
1. Experience, as outlined above, in excess of the two-year requirement, may be substituted for college education on a year-for-year basis.
 2. In addition to the two years experience, as outlined above, satisfactory,

paid experience as an athletic official may substitute for college education on a year-for-year basis.

7/11/77

571/96

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