

DIRECTOR OF PROGRAMS AND SERVICES - P.R.C.

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision of the Deputy Commissioner, the incumbent plans and directs the development, promotion and implementation of a comprehensive recreation program for Westchester County. The incumbent is responsible for administration of the section, planning and managing budget, supervising staff, etc. Supervision is exercised over a number of professional and auxiliary personnel. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Directs, plans, coordinates and promotes programs and services County-wide in the general areas of: Aging, Athletics, Leisure Sports, Performing Arts, Physically or Intellectually Disabled, Special Events, etc.;

Conducts research and studies recreation needs, budget, personnel and organization for local communities;

Directs and participates in the preparation of Division budget and reviews and controls expenses;

Supervises, directs and participates in the preparation of promotion materials for recreation programs;

Organizes and supervises leadership training courses servicing local organizations, consulting with them about program needs and course requirements;

Consults with the Director of Park Facilities - P.R.C. on the physical development of recreation areas;

Consults with Park Division to develop programs held in park facilities;

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments;

May perform other incidental tasks, as needed.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES:

Thorough knowledge of the theory and practice of recreation organization and administration; thorough knowledge of the activities and problems relating to community recreation programs; good knowledge of accepted public administration principles and practices including budget preparation; knowledge of planning, acquiring and equipping recreation facilities; ability to promote, plan and stimulate recreational activities in the communities which comprise the County with particular emphasis upon recreational programs and activities which are underdeveloped in the County and on the development and improvement of new recreational areas; ability to work cooperatively in a leadership capacity with the staff of the department and the administrators of local agencies throughout the County; good professional and administrative judgment in the planning and carrying out of department programs; ability to speak effectively before official bodies and

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: (cont'd.) specific groups concerned with recreation programs; ability to communicate clearly, concisely and effectively both orally and in writing; ability to effectively use computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software; ability to read, write, understand and communicate in English sufficiently to perform the essential functions of the position; initiative; integrity; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Either (a) Bachelor's Degree* in recreation administration or a related field and eight years of full-time paid experience in which the primary function of the position was recreation work, three of which shall have been in an administrative or supervisory capacity; or (b) a Master's Degree* in recreation administration or related field and seven years of full-time paid experience in recreation work, three of which must have been in an administrative or supervisory capacity; or (c) a satisfactory equivalent combination of the foregoing training and experience as defined by the limits of (a) and (b).

*SPECIAL NOTE: Education beyond the secondary must be from an institution recognized or accredited by the Board of Regents of the New York State Education Department as a post-secondary, degree-granting institution.

Kevin Cook
7 Red Fox Court
New Fairfield CT, 06812
(914) 760 - 0603

Summary of Qualifications

- Twenty-five plus years of full time experience in the field of Recreation in Westchester County
- Proven ability to establish and maintain effective working relationships with upper management, staff, user groups, agencies and individuals
- Effective leadership skills for a wide range of recreation activities and special events
- Strong knowledge of the principles, philosophy and practices of recreation administration (e.g., program preparation, leadership, risk management, budgeting and marketing)

Westchester County Parks, Recreation & Conservation

Ardsley, NY

Director of Programs and Services

June 2023 - Present

- Performs administrative duties: prepares and submits various administrative reports on a monthly basis, payroll, budgeting, personnel issues, attends various meetings on behalf of the division and organizes and coordinates compliance documentation for re-accreditation
- Supervises and participates in the planning, development, execution, and coordination of comprehensive recreation programs and events for County recreation facilities and specialized County programs: and ensures compliance with established rules, regulations, guidelines and policies
- Supervise seven full time employees and numerous seasonal and part-time staff
- Collaborate with Parks and Marketing Divisions to develop new programs and events

Westchester County Parks, Recreation & Conservation

Ardsley, NY

Recreation Supervisor

2006 – 2023

- Responsible for planning, organizing, implementing and scheduling county-wide recreation activities and events
- Perform the tasks of hiring and supervising staff at recreation activities and special events
- Create reports and budget analysis for all responsible programs and special events
- Work in conjunction with contracted service groups
- Handle the duties of the Director of Program and Services when he/she is absent

Rye Recreation Department

Rye, New York

Recreation Supervisor

2001 - 2006 Recreation Supervisor

1997 - 2000 Senior Recreation Leader

- Design, develop and implement creative and quality programs for adults and children
- Hire, train & supervise adult and youth activity leaders and staff
- Coordinates annual community-wide special events
- Prepares and monitors budget and cost analysis of programs
- Maintains the master athletic field schedule for the department, community and school district
- Department's liaison to the community's youth sport organizations

Education

B.S. Recreation and Leisure Studies, 1996, St. Thomas Aquinas College, Sparkill, New York

Professional Associations

New York State Recreation and Parks Society

Westchester Recreation and Park Society