

Town of Ulysses, NY

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Job Opening - Recreation Director

Town of Ulysses Announces Creation of Part-Time, Year-Round Recreation Director Position

The Town of Ulysses and Village of Trumansburg have agreed to transfer the administration of Recreation programs from the Village to the Town starting January 2020. As part of the agreement, the Town of Ulysses has created a new part-time, year-round Recreation Director and appointed a search committee to recommend a qualified Director.

The Town of Ulysses is seeking a dynamic person for a new part-time year-round Recreation Director position. The ideal candidate will be capable of building on the strong foundation of summer programs developed by the Village of Trumansburg. With guidance from the Youth Commission, the Director will direct current programs and work with the school and other recreational programs to coordinate and improve access to existing services and develop a wide variety of local programs for all ages.

This civil service position is administrative and supervisory involving responsibility for planning and implementing a municipal recreation program. The Director of Recreation coordinates the town recreation program with other available community resources and programs. The work is performed under the general supervision of the Town Supervisor, but reports to the Town Board and seeks advice from the Trumansburg-Ulysses Youth Commission. The position involves exercising supervision over the work of all recreation personnel.

The Town is now accepting applications for the 20 hour/week position at an annual salary of ,000 with pro-rated benefits. The Director will be expected to work during the business day for at least 10-15 hours/week and after hours from 5-10 hrs/week when programs operate. The actual scheduling can be somewhat flexible but some daytime hours will need to be worked from the Ulysses Town Hall in Trumansburg.

This Civil Service position does not require a competitive exam but applicants must meet the minimum qualifications:

- (a) Graduation from a regionally accredited or New York State registered four year college or university with a bachelors degree in Recreation, Physical Education, Sport Management or a related field; OR
- (b) Associates degree or a minimum of 60 college credit hours of study at a regionally accredited or New York State registered college or university with a focus on Recreation, Physical Education, Sport Management or a related field AND two years of full-time paid (or the equivalent part-time and/or volunteer) experience working in a recreation program, one year of which was supervisory; OR
- (c) Graduation from high school or possession of a high school equivalency diploma AND six years of full-time paid (or the equivalent part-time and/or volunteer) experience working in a recreation program, one year of which was supervisory; OR
- (d) Any combination of training and experience equal to or greater than that described in (a), (b), and (c) above.

HOW TO APPLY:

Interested candidates should apply through the Tompkins County Human Resources Department using the link below:

Link here to official Tompkins County job announcement: <https://www.tompkinscivilservice.org/civilservice/post/5100>

Link here to apply: <https://www.tompkinscivilservice.org/civilservice/apply/5100>

Applications will be accepted until **December 6th** or until position is filled. A search committee of key stakeholders will review the applications of qualified candidates and interview those best suited to the position to identify a candidate to be appointed by the Town of Ulysses.

The Town is an Equal Opportunity/ Affirmative Action Employer.