



RECREATION PROGRAM SPECIALIST

Queensbury Parks & Recreation has an opening for a Program Specialist. This position is full-time with a work schedule of 8:00 a.m. – 4:30 p.m. Seasonal schedule changes may require evening and weekend hours as necessary, to prepare and execute department sponsored programs.

Salary Range: \$63,500- \$68,500. Contingent on experience.

DISTINGUISHING FEATURES OF THE CLASS: The Program Specialist position involves responsibility for planning, organizing, promoting and overseeing department programs, and special events. This role requires interaction with the public, community organizations, and recreation-related agencies to promote programming and park operations. The position also involves total responsible for the administration of the Department's New York State Licensed Children's Camp.

TYPICAL WORK ACTIVITIES: (Illustrative only)

- Responsible for the operation of recreation programs and park facilities.
- Recruits and recommends the employment of subordinate leaders and volunteers for programs under his/her direction and provides (as needed) on the job training for these employees;
- Orders all supplies and equipment as needed for programs/facilities under the Specialist's jurisdiction;
- Prepares necessary publicity releases for programs/facilities under the Specialist's jurisdiction;
- Evaluates, submits reports, and makes recommendations for the improvement of recreation programs and park facilities;
- Maintains required records of departmental programs, facilities and personnel under the Specialist's supervision and/or assigned by the Director;
- Attends all park and recreation related meetings, including staff, program, workshop, seminars and conferences, as assigned by the Director;
- Assists the Director in interpreting the community's leisure service needs and helps plan, develop, promote and administer a broad, diversified program of recreation activities, facilities and services to meet those needs;
- Promotes, organizes and stimulates good relationships with the general public, outside activity and interest groups and clubs, and other park and recreation related service organization/agencies;
- Assumes duties and responsibilities of a program supervisor/leader/instructor for assigned department program and activities;
- In the absence of the Director, makes responsible decisions/judgments on all matters pertaining to department programs and facilities;
- Performs other departmental work as assigned by the Director.





REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES:

- Possess the knowledge and skills of planning, organizing, supervising, conducting and evaluating a variety of youth, adult and family-oriented recreation programs
- Development of new programs, and ability to demonstrate the capability to help plan and program recreation facilities.
- Be able to demonstrate the capability to help plan and program recreation facilities.
- Possess the ability to work well with the public as well as other public and private park and recreation organizations and related agencies
- Thorough knowledge of recreation administrative theory and practice;
- Ability to plan and program different types of park facilities;
- Ability to work well with the general public as well as public and private park and recreation organizations and related agencies;
Skill in planning, organizing, supervising, conducting and evaluating a variety of recreation programs, especially the development of new programs.

MINIMUM QUALIFICATIONS:

- A) Bachelor's degree in Recreation and Park Administration, Leisure Studies, or a related field; and (1) year of administrative or supervisory experience in parks and recreation.
- B) Associate's degree in Recreation and Park Administration, Leisure Studies, or a related field, and two (2) years of administrative or supervisory experience in parks and recreation; or
- C) Graduation from high school or possession of a high school equivalency diploma and four (4) years of administrative or supervisory experience in parks and recreation.

NOTE: Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

RESIDENCE: Residence in Warren, Washington, Saratoga, Essex or Hamilton County

PROVISIONAL: This provisional position requires successful completion of a Civil Service Examination.

INTERESTED APPLICANTS:

Interested applicants should visit the TOQ website at www.queensburyny.gov to fill out a job application. Send application, cover letter and resume to Parks & Recreation Director, Jennifer France at 742 Bay Road, Queensbury, NY 12804 or email: jenniferb@queensburyny.gov by March 4, 2026.

