



City of Saratoga Springs Municipal Civil Service Commission  
474 Broadway, 3<sup>rd</sup> Floor Suite 31  
Saratoga Springs, NY 12866  
518-587-3550 EXT 2602 or 2620  
[www.saratoga-springs.org](http://www.saratoga-springs.org)  
[civilservice@saratoga-springs.org](mailto:civilservice@saratoga-springs.org)

**\*VACANCY ANNOUNCEMENT\***  
**Provisional**  
**PROGRAM COORDINATOR**

**ISSUED:** January 6<sup>th</sup> 2022

**LAST FILING DATE:** January 26<sup>th</sup> 2022

Applications must be received by 1:00pm on the last filing date in the Civil Service Office. A résumé may be submitted with the application, but will *not be accepted in place of a completed application*. A vague application will not be interpreted in the applicant's favor. A decision may be made to not fill this position.

**SALARY:** 2022 \$46,681                      2023 \$47,614

**LOCATION:** City of Saratoga Springs – City Hall – Recreation Department

**MINIMUM QUALIFICATIONS:** The following qualification(s) MUST be met and *clearly detailed* on the City of Saratoga Springs employment application form:

1. Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Bachelor's degree in Recreation, Physical Education, Sports Management, Human Services or closely related Recreational field;                      **OR**
2. Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an Associate's degree and a total of **TWO (2) YEARS** experience coaching or teaching recreation, sports, or youth programs (*verifiable* part-time or volunteer experience *may be* prorated toward meeting full-time experience requirements);                      **OR**
3. Graduation from high school or possession of a high school equivalency diploma and **FOUR (4) YEARS** of experience coaching or teaching recreation, sports, youth programs (*verifiable* part-time or volunteer experience *may be* prorated toward meeting full-time experience requirements.)

**DUTIES:** The work involves the responsibility for marketing, planning, coordinating, promoting, and supervising one or more major segments of recreation programs for the City of Saratoga Springs. An incumbent is assigned responsibility for a particular program area including: playground recreation, athletics programs, recreation facilities or other recreational programs. Specific tasks and duties will vary according to assignment. In general, the incumbent develops recreational activities and supervises subordinate employees assigned to the program. The incumbent is also responsible for public relations activities to aid in the promotion and development of the recreation programs. This position differs from that of a Recreation Director by virtue of the fact the Recreation Director has overall responsibility for all recreation programs. Direct supervision is exercised over the work of referees, coaches, volunteers, part time and seasonal staff. Work is performed under the direct supervision of the Recreation Director with leeway allowed in carrying out the details of the work in accordance with established policies and procedures. Program Coordinator does related work as assigned by the Recreation Director and/or Recreation Office Manager.

*\*\*A provisional appointment is pending the appropriate NYS Civil Service Exam announced and administered locally. The provisional appointee will be required to sign up to take the exam once it is announced, pay the exam fee, pass the exam and rank in the top three (3) grades to secure a permanent appointment\*\**

Issued: 01/06/22