



Recreation Specialist

SUMMARY

Under general supervision, administers one or more aspects of the recreation program and performs a wide variety of duties including planning, coordinating, promoting, and scheduling of recreation programs and/or facility rentals.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from a Recreation Supervisor or other designated supervisory staff. May exercise technical and functional direction over and provide training to lower-level or less experienced staff.

ESSENTIAL FUNCTIONS -- *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and duties performed by incumbents of this class. Employees are required to be in attendance and prepared to begin work at their assigned work location on the specified days and hours. Factors such as regular attendance at the job are not routinely listed in job descriptions but are an essential function. Management reserves the right to add, modify, change or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job. Essential duties and responsibilities **may** include, but are not limited to, the following:*

- Assists in the planning, organizing, and review of assigned staff, contract providers, and volunteers assigned to a recreation program.
- Coordinates facility rental application and viewings.
- Maintains and collects insurance policies for rentals and user groups.
- Develops, coordinates, and implements recreational activities.
- Assist with staff training in work and safety procedures; in the operation and use of equipment and materials; implements procedures and standards.
- Assists with monitoring operations and activities of one or more assigned recreation programs and/or facility rentals and program registrations.
- May supervise participants in a variety of program activities consistent with assigned recreation program.
- Participates in the planning and implementation of recreation activities appropriate for participant age groups, reflective of traditional theories and practices, and in compliance with Federal, State and local laws, regulations, and guidelines.
- May oversee the design and preparation of a variety of publicity/informational strategies and materials; reviews documents for subordinate staff; disseminates materials through appropriate channels.
- Maintains records and files on all participants; updates emergency and other pertinent information on a regular and as needed basis.
- Assists with the coordination and participation in a variety of program operations and facility maintenance activity as well as facility rentals and usage.
- Promotes safety and renders first aid as required.
- Monitors and evaluates the effectiveness of the assigned program, activities, facility rentals, special events and recommends improvements or modifications.

- Maintains a variety of logs, records, and files.
- Responds to participants' and/or parents' needs for assistance or information.
- Monitors the proper and safe use of program facilities by participants.
- Assists in planning and conducting special events; sets up and takes down tables, chairs, and equipment, for classes, activities, events, and meetings.
- Monitors facility use; opens, closes, and secures building for events.
- May coordinate and participate in a variety of program operations and facility maintenance activities.
- Performs other duties as assigned.

DISTINGUISHING CHARACTERISTICS

This is the journey level position in the Recreation class series. Incumbents, under the direction of a Recreation Coordinator or higher, have independent responsibility over organizing, leading, teaching, and conducting one or more recreation program areas. Incumbents at this level are expected to plan and coordinate special events and programs, as well as the development of comprehensive recreation programs for all ages. Incumbents assigned to the administrative area are expected to process facility rentals including all paperwork and viewings of the facility buildings. Work is generally reviewed upon completion for final results. Incumbents are expected to solve most problems through the application of departmental policies and procedures, referring those matters that involve a deviation to the supervisor for instructions. This class is distinguished from Recreation Coordinator in that the latter has responsibility for supervision over one or more major recreation program areas.

MINIMUM QUALIFICATIONS

Education, Training, and Experience Guidelines

An equivalent combination of training and experience that would provide the required knowledge, skills and abilities may be considered. A typical way to obtain the required qualifications would be:

Equivalent to the completion of the twelfth (12th) grade supplemented by college-level coursework in business or public administration, recreation, facilities maintenance, or closely related field, and two (2) years of increasingly responsible experience in recreation program assistance, facilities administration and coordination, or related functional area, including extensive customer service.

LICENSE AND CERTIFICATION REQUIREMENTS

- Cardiopulmonary Resuscitation Certificate, (CPR) for infant, child, and adult; Standard First Aid Certificate.
- Valid California class C driver's license with satisfactory driving record and automobile insurance.

Knowledge of:

- Knowledge of Town recreation policies and procedures.
- Basic principles and practices of employee and volunteer supervision.
- Basic principles and practices of recreation administration which may include staff training, coaching, scheduling, resource utilization, and purchasing.
- Principles, practices, methods, techniques, procedures, and customer service delivery needs related to the program/administration area(s) to which assigned.
- Basic recreational, cultural, and social needs of the community.
- Procedures for planning, implementing, and maintaining a variety of recreation and leisure activities and programs through community participation.

- Safety principles and practices, including basic first aid and adult and child cardiopulmonary resuscitation (CPR) methods.
- Applicable Federal, State, and local laws, regulations, codes, and guidelines related to the program area(s) and facilities to which assigned.
- Applicable safety precautions and procedures related to the program area(s) and facilities to which assigned.
- Record keeping principles and procedures.
- Modern office practices, methods, and computer equipment.
- Computer applications related to the work.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques of dealing with individuals of various ages and from various socio-economic groups, and for effectively representing the town in contacts with users and the community.
- Techniques for providing a high level of customer service to public and town staff, in person and over the telephone.

Ability to:

- Provide basic supervision, training, coaching, and scheduling to assigned staff; supervise assigned recreation site(s).
- Plan, coordinate, review, and evaluate customer service delivery to promote recreational activities and facility rentals.
- Effectively coordinate and administer a variety of programs, facility viewings, facility rentals, and a variety of projects.
- Recommend recreation programs based upon community needs, available resources and overall Town priorities and policies.
- Exercise sound judgment and respond sensitively to community issues and concerns.
- Write reports and maintain accurate records.
- Communicate effectively in person, over the telephone, and in writing with a variety of personnel and establish effective working relationships.
- Learn, interpret, apply, and explain Federal, State, and local policies, procedures, laws, and regulations related to the assigned program area(s).
- Provide courteous assistance to facility patrons.
- Handle medical emergencies and injuries in a calm and effective manner, including providing basic first aid and/or adult and child cardiopulmonary resuscitation.
- Maintain and update a variety of files and records, including confidential documentation.
- Understand and carry out both oral and written instructions in an independent and timely manner.
- Organize own work, set priorities, and meet critical time deadlines.
- Operate modern office equipment, including computer equipment and specialized software application programs.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish and maintain effective working relationships with those contacted in the course of the work.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

Must possess mobility to work in a standard office and/or recreational facility setting and use standard office and/or recreation equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. Must possess the physical stamina to lift and move tables and chairs, arrange facilities

for special events and/or meetings. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard, or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, climb, and walk on uneven surfaces to participate in recreational activities; and push and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects necessary to perform job functions, including potentially lifting and carrying young children, as needed.

Employees mostly work indoors with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Occasionally, employees may work outdoors and may be exposed to inclement weather conditions and hot and cold temperatures. Incumbents may be exposed to blood and body fluids rendering First Aid and CPR and are required to wear appropriate attire for the recreation activity to which they are assigned. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

**FLSA designations cannot be assigned to a class. An employer must show that each employee meets every requirement of the claimed exemption. The FLSA designation listed above is for general administrative guidelines.*