

RECREATION SPECIALIST I  
RECREATION SPECIALIST II  
(Part Time Position)

DEFINITION

To perform assistance in coordinating and organizing recreation programs and activities; to implement program elements; and to provide technical support to an assigned supervisor.

DISTINGUISHING CHARACTERISTICS

Recreation Specialist I - This is the entry level class in the technical Recreation Specialist series. Positions in this class typically have little or no directly related work experience and work under immediate supervision while learning job tasks. The Recreation Specialist I class is distinguished from the Recreation Specialist II level by the performance of less than the full range of duties assigned to the II level. Incumbents work under immediate supervision while learning job tasks, progressing to general supervision as procedures and processes of assigned area of responsibility are learned.

Recreation Specialist II - This is the journey level class in the technical Recreation Specialist series and is distinguished from the Recreation Specialist I level by the assignment of the full range of duties. Employees at this level receive only occasional instruction or assistance as new, unusual or unique situations arise and are fully aware of the operating procedures and policies within the work unit. Positions in this class are flexibly staffed and are normally filled by advancement from the I level.

This class is distinguished from the Senior Recreation Specialist in that the latter administers one or more specialized City-Wide recreation programs(s) and/or events and provides technical and functional supervision over assigned staff.

SUPERVISION RECEIVED AND EXERCISED

Recreation Specialist I

Receives immediate supervision from an assigned supervisor; and may receive technical and functional supervision from a Senior Recreation Specialist.

Recreation Specialist II

Receives general supervision from an assigned supervisor; and may receive technical and functional supervision from a Senior Recreation Specialist.

EXAMPLES OF ESSENTIAL DUTIES - Duties may include, but are not limited to, the following:

Assist to coordinate and organize recreation programs and activities and to implement program elements.

Provide instructions to program participants, individually or by group.

Provide feedback regarding program development and activity schedule.

Janitorial duties as needed to meet the needs of assigned program.

Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.

Foster an environment that embraces diversity, integrity, trust, and respect.

Be an integral team player, which involves flexibility, cooperation, and communication.

Perform related duties as assigned.

## MINIMUM QUALIFICATIONS

### Recreation Specialist I

#### Knowledge of:

Common sports, games, arts & crafts and other recreation activities appropriate for all ages.

Basic math and reading principles.

Rules and techniques of common sports and games.

#### Ability to:

Perform assistance in coordinating and organizing recreation programs and activities; to implement program elements.

Intermittently, review and evaluate documents related to department operations; observe, identify and problem solve office operations and procedures; understand, interpret and explain department policies and procedures; explain operations and problem solve issues for the public and with staff.

On a continuous basis, sit at desk for long periods of time or stand at public counter; intermittently bend, kneel and twist to reach equipment; perform simple grasping and fine manipulation; use telephone; write or use a keyboard to communicate through written means; and lift or carry weight of 30 pounds or less.

Understand and follow oral and written directions.

Work as part of a team and communicate effectively with team members.

Use sound judgment in recognizing scope of authority.

Operate and use modern office equipment including computers and applicable software.

Maintain regular attendance and adhere to prescribed work schedule to conduct job responsibilities.

Learn relevant local, State, and Federal laws, rules and regulations related to area of assignment.

Utilize appropriate safety procedures and practices for assigned duties.

Establish and maintain effective working relationships with those contacted in the course of work.

Work with various cultural and ethnic groups in a tactful and effective manner.

Communicate clearly and concisely, both orally and in writing.

### Experience and Training

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

#### Experience:

No previous work experience is required.

#### Training:

Be 16 years of age or older and currently attending high school; or possession of a high school diploma or general equivalency certification (GED) for the completion of the twelfth grade.

### License and Certificate

Work permit is required if under the age of 18 years.

## Recreation Specialist II

In addition to the qualifications for the Recreation Specialist I:

Knowledge of:

Program creation and implementation for programs and activities.

Teambuilding and teamwork to emphasize and lead youth and staff.

Ability to:

Prioritize and handle multiple tasks.

Tactfully enforce rules and procedures within area of assignment.

Respond calmly and effectively to emergency situations.

Experience and Training

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Experience:

Two years of responsible experience similar to Recreation Specialist I with the City of San Pablo.

Training:

Be 16 years of age or older and currently attending high school; or possession of a high school diploma or general equivalency certification (GED) for the completion of the twelfth grade.

License and Certificate

May be required at the option of the City to have possession of, or ability to obtain, a valid California driver's license, First Aid Certification, Mandated Reporter Certification, Cardio Pulmonary Resuscitation (CPR) Certification and AED Certification.

ESTABLISHED: November 1995

REVISED: January 2016

REVISED/RETITLED From Recreation Specialist: March 2019

FLSA: Non-Exempt