

SENIOR RECREATION SPECIALIST
(Part Time Position)

DEFINITION

To organize, assign and review the work of assigned staff engaged in City-wide recreational program(s) and/or special events and activities; to perform technical recreational program support and administrative duties requiring specialized knowledge; and to provide highly responsible technical support to assigned supervisor.

DISTINGUISHING CHARACTERISTICS

This is the advanced journey level in the technical Recreation Specialist series. Positions at this level are distinguished from other classes within the series by the level of responsibility assumed, complexity of duties assigned, independence of action taken, by the amount of time spent performing the duties, and by the nature of the public contact made. Employees perform the most difficult and responsible types of duties assigned to classes within this series, including performing administration of one or more specialized City-wide program(s) or events and providing technical and functional supervision over assigned staff. Employees at this level are required to be fully trained in all procedures related to assigned areas of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from an assigned supervisor.

Exercises technical and functional supervision over assigned technical Recreation Specialist I/II staff.

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

Plan, coordinate, conduct, organize, prioritize, and review the work of staff assigned to a variety of recreation programs and/or special events and activities.

Assist supervisor with recruiting, hiring, and training staff.

Develop schedules and methods to accomplish assignments ensuring work is completed in a timely and efficient manner.

Participate in evaluating the activities of staff, recommending improvements and modifications.

Provide and coordinate staff training; work with employees to correct deficiencies.

Seek out participation and provide information and referral to participants and the community regarding activities and services available.

Assists and support other recreation leadership staff members in working towards completing a common goal for a specific event, task, or activity.

Serve as coach for various participant program teams.

Serve as staff liaison to outside public and private agencies, community groups, school districts, businesses, parents, and the general public.

Develop weekly programs and daily activities to address the needs of participant groups and builds individual competency amongst staff.

Provide budget estimates for programs and events; monitor expenditures; prepare invoices and billings.

Assists in identifying recreation needs of target populations by participating in meetings with community groups and surveying participants and others.

Develop and maintain program materials including preparation and distribution of publication materials, press releases, flyers, etc. to different media outlets, schools, and city newsletter.

Attend and assist in staff meetings, trainings, and other City meetings as required; attend group outings, family nights or overnight camping trips as scheduled.

Maintain accurate and up-to-date records, complete and verify necessary forms, and write reports and other program documentation as needed.

Drive vehicle to transport children from one location to another in a safe and efficient manner.

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

Provide excellent customer service while maintaining a safe and successful environment.

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

Knowledge of:

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

Basic skills in math, reading, and writing.

Maintenance of inventory and supplies for activities, classes, or events.

Record keeping and bookkeeping practices.

Operation of normally used office equipment.

Principles and practices of technical and functional supervision and training.

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

Ability to:

Perform the most complex duties related to organizing, assigning and reviewing the work of assigned staff engaged in City-wide recreational program(s) and/or special events and activities and to perform technical recreational program support and administrative duties requiring specialized knowledge.

Intermittently, review 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; intermittently bend, kneel and twist to reach equipment surrounding desk; 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.

Have sufficient mobility to lead groups in activities involving steep or rough terrain.

Provide technical and functional supervision over assigned staff; effectively train staff.

Work effectively with special populations such as individuals with special needs including persons with disabilities, toddlers, teens and others.

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

Prioritize and handle multiple tasks.

Tactfully enforce rules and procedures within area of assignment.

Respond calmly and effectively to emergency situations.

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.

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:

Two years of responsible journey experience similar to Recreation Specialist II with the City of San Pablo. Experience in working with special populations such as individuals with disabilities, toddlers, teens and others with special needs is desirable.

Training:

Equivalent to the completion of the twelfth grade supplemented by the equivalent of two years college course work in recreation or a related field.

License and Certificate

Possession of, or ability to obtain, a valid California driver's license.

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

ESTABLISHED: November 2002 REVISED: January 2016; March 2019
FLSA: Non-Exempt