

**SR. RECREATION SPECIALIST
(Part Time Position)**

DEFINITION

This position administers one or more specialized, City-wide recreation program(s) and/or events through subordinate staff.

SUPERVISION RECEIVED AND EXERCISED

General supervision is provided by the Recreation Coordinator and/or Recreation Supervisor or by professional or management level positions. Some supervision of lower level staff may be required.

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

Coordinate, conduct, and organize recreation programs, events, and activities with excellent customer service skills while maintaining a safe and successful environment.

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

Organize and schedule special events.

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

Ability to work as part of a team and communicate effectively with team members.

Serve as coach for various participant program teams.

Delegates and assigns tasks to lower level staff.

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

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

Prepares budget estimates for programs and events and monitors expenditures; prepares invoices and billings.

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

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

Attends and assists in staff meetings, trainings, and other City meetings as required; attends group outings, family nights or overnight camping trips as scheduled.

Maintains accurate and up-to-date records, completes and verifies necessary forms, and writes reports and other program documentation as needed.

Drives 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.

Perform related duties as assigned.

QUALIFICATIONS: A combination of experience, education, and/or training which substantially demonstrates the following knowledge, skills and abilities:

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.
- Supervision and leadership techniques.
- Record keeping and bookkeeping practices.
- Operation of normally used office equipment.
- Knowledge of staff supervision and training methods.

Skill in:

- Training and supervising lower level staff.
- Prioritizing and handling multiple programs and schedules.
- Following oral and written directions.
- Communicating and responding effectively to co-workers, supervisors, participants, and the general public to exchange or convey information and to receive and implement work direction.

Ability to:

- Coordinate and organize group activities and events.
- Understand and follow oral and written directions.
- Maintain respect and discipline; enforce rules and procedures.
- Train and instruct others
- Deal tactfully with internal and external customers.
- Establish and maintain cooperative working relationships with those contacted in the course of work.
- Respond calmly and effectively to emergency situations.
- Supervise, evaluate, and train lower level staff and volunteers.

EDUCATION AND EXPERIENCE: An equivalent combination of education and experience sufficient to successfully perform the essential duties of the job as listed above. A typical way to obtain the knowledge and abilities would be:

Education:

Must possess a high school diploma or general equivalency diploma (GED). Must have completed two years of schooling at an accredited college or university with an emphasis on recreation or a related field.

Experience:

Two years of increasingly responsible experience in a variety of recreation programs or related work. Experience in overseeing teen and youth programs; dealing with special population such as individuals with disabilities and toddlers, is desirable.

LICENSES:

Possession of an appropriate and valid California Class C Driver's License and maintenance of a satisfactory driving record is required.

At the option of the City, persons hired into this class will be required to either possess at entry or obtain within specified time limits designated licenses, certificates or specialized education and training relevant to the area of assignment. These additional requirements may include, but are not limited to:

- First Aid Certification
- Cardio Pulmonary Resuscitation (CPR) Certification
- AED Certification

PHYSICAL REQUIREMENTS AND WORKING CONDITIONS:

Must possess mobility to work in a standard office setting and to use standard office equipment, including a computer, and to attend meetings at various sites, and have availability to work off-hours shifts or events as required; strength to lift and carry materials weighing up to 30 pounds; mobility to lead groups in activities involving steep or rough terrain; ability to work outdoors in a variety of weather and temperature conditions; vision to read printed materials and a computer screen; and hearing; and ability to project a voice that can be heard over loud noises.

MENTAL REQUIREMENTS:

The work requires a combination of the following mental requirements depending upon a given task, on a given day: taking, interpreting, comprehending and following detailed, uninvolved (one or two-step) instructions, problems, standard; simple – reading, writing, and math skills; coordinating, compiling, speaking-signaling, negotiating, instructing, supervising, diverting, persuading, serving, driving-operation; performing from simple, repetitive, tasks to varied, complex assignments, maintaining work space, relating to other people, influencing people, evaluating; generalizing; and responsibility for direction.