

Recreation Specialist

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for organizing, conducting, and instructing one or more recreation program areas such as: arts and crafts, music, playgrounds, senior citizen programs, youth and adult programs, skating, sports, or other recreation center activities. Specific tasks vary according to assignment. In general, the incumbent organizes recreation activities and instructs participants. The work is performed under the direct supervision of higher level Recreation Department officials. Incumbents may be assigned to work varied hours including nights and weekends depending on the program activity. Supervision is not a responsibility of this class, but an incumbent will oversee program participants. Does related work as required.

TYPICAL WORK ACTIVITIES:

Assists in planning, organizing, and conducting a variety of recreation activities and events relative to playground programs, social recreation, sports and games, arts and crafts, or some other special activity or skill;

Assists in planning and organizing specialized activities for all populations/uses;

Maintains discipline, keeps records, makes reports, monitors activities;

May officiate at athletic events such as basketball, baseball, soccer, football, softball, or volleyball;

Maintains equipment and supplies needed for recreation program area;

May oversee program participants and/or volunteers involved in activities, providing assistance as needed, maintaining order and ensuring safety;

Attends meetings and training related to program areas;

Reports to park supervisor.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, & PERSONAL CHARACTERISTICS:

Good knowledge of the policies, procedures, rules, and regulations governing the recreational program assigned; ability to plan, organize, and direct the activities of participants and volunteers; ability to establish and maintain effective working relationships with others; ability to simulate and maintain interest of the participants; ability to conduct and provide instruction in a specialty activity, including sports and games, social recreation, etc.; ability to understand and follow oral and written instructions; ability to communicate effectively both orally and in writing; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Completion of a formal course of instruction and at least 6 months of experience in the conduct or practice of the special activity; (experience obtained as a hobbyist may be substituted for a formal course of instruction in the specialty field); or an equivalent combination of training and experience.