



CLASS SPECIFICATION FOR:

Recreation Specialist

General Statement of Duties:

Plans and supervises general recreation programs and program staff at an assigned location or multiple locations Countywide, or assists in the development and administration of a specialized Countywide recreation program; does related work as required.

Distinguishing Features of Class:

An employee in this temporary part-time job classification provides direct day-to-day leadership, supervision and problem solving for specialized programs such as pre-school, teens, seniors, therapeutics, day camps, sports, cultural and performing arts, outdoor, history, nature, etc. or special events. Responsibilities may also include providing direct supervision and programmatic direction to part-time temporary recreation center coordinators and instructors; evaluating and reviewing part-time temporary staff's work to ensure adherence to established standards and consistency in the delivery of high-quality programs, services, support, activities, events, etc; or evaluating and reviewing programs. Requires the ability to work independently under general supervision from a Recreation Coordinator to plan, organize and coordinate the activities of assigned programs and staff.

Examples of Assigned Duties *(illustrative of the types and scope of duties and responsibilities assigned to positions in this class):*

- Plans, organizes and coordinates the activities of a specialized recreation program;
- Directly supervises and trains temporary Recreation Center Coordinators, Recreation Instructors and volunteers assigned to the program;
- Develops and maintains positive relationships with school personnel, sporting associations and other county agencies relevant to assigned duties and programs;
- Researches and evaluates needs of participants and develops appropriate programming recommendations;
- Works directly with the public and private organizations and businesses, civic and volunteer groups;
- Assesses and enforces participant discipline and communicates directly with parents/guardian of participants;
- Evaluates and recommends necessary precautions to secure the safety of recreation participants and spectators;
- Fiscal responsibilities may include the following: generates and submits reports as assigned, maintains budgetary controls, approves time reported by temporary staff for payroll purposes;
- May assist with other administrative tasks as directed by supervisor;
- Performs other duties as assigned.

Required Knowledge, Skills and Abilities:

Considerable knowledge of the philosophy and objectives of community recreation, specifically of recreation programming; experience working with children in variety of settings; good knowledge and understanding of the varying demographics and special needs and interests of the segment of the population served by the assigned program area; experience planning, organizing and coordinating a wide range of recreation activities; excellent organizational skills with the ability to multitask and effectively manage competing priorities and make sound decisions; critical thinking skills with the ability to problem solve and make sound decisions, including but not limited to under pressure and in emergency situations as well as cost effective decisions within assigned budgets and relevant guidelines; ability to understand, adhere to and communicate program and County guidelines; effective oral and written communication skills; good oral presentation and training skills; ability to work effectively as a team member and/or leader; demonstrated ability to effectively supervise including the ability to train and to foster and maintain high morale and engagement; demonstrated ability to direct the work of volunteers, interns and/or temporary staff and coordinate the activities of large numbers of event participants; ability to establish productive relationships and cooperate with and effectively work with County staff and general citizenry; ability to work on own initiative without close supervision or guidance; physical condition that permits the activities necessary in and inherent to the assigned programming area and use related tools, equipment and other inventory relevant to the assigned area; ability to develop and maintain detailed accurate records and create reports as requested; financial skills sufficient to cost effectively manage program costs within approved budget; good knowledge of personal computers and /or automated systems and the ability to enter, maintain, retrieve and analyze data; excellent customer service skills; tact; and courtesy. May require working evenings, weekends, and some holidays.



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Minimum Education and Experience:

Education: Four (4) year degree in recreation or other field relevant to assigned duties;

Experience: One (1) years of work experience relevant to assigned duties;

OR: Any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

Additional Requirements:

NOTE: Effective 4/1/2009 County Ordinance 1128 requires a criminal history record check and fingerprinting of all employees in authorized and hourly safety sensitive positions.

NOTE: All employees are required to successfully complete National Incident Management System (NIMS) Incident Command System (ICS) 700 (Introduction) training. Successful completion of additional NIMS ICS training courses may be required based on the job classification, level of responsibility, and department. Please refer to Fire's Intranet site for a list of NIMS ICS requirements by job classification.

- May require a valid driver's license.