

## RECREATION SPECIALIST

### DEFINITION

Under general supervision, provides specialized skills and leadership in planning, developing, promoting, teaching, and supervising a specific recreation program or activity within the community; and performs related duties, as required.

### DISTINGUISHING CHARACTERISTICS

Incumbent works under general supervision and provides specialized knowledge and skills in various recreation program areas such as: Tiny Tots, programs for physically and mentally challenged individuals, outdoor education, arts and crafts, mature adult programs, etc. The Recreation Specialist has expertise and leadership skills, which can be applied to the planning, promotion, and conducting (teaching) of a specialized activity phase of community recreation. The Recreation Specialist is responsible for full implementation and effectiveness of an entire specialty program and reports to the Recreation Supervisor, Recreation Coordinator, or Program Leader.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

Plans and conducts activities within a specialty field; demonstrates and teaches skills and shares specific knowledge related to the specialty; supervises part-time and volunteer staff; adheres to safety standards as described in the *Illness and Injury Prevention Plan*; communicates effectively, both orally and in writing; routinely adheres to and maintains a positive attitude; operates vehicles and equipment in a safe and efficient manner; and performs related duties and responsibilities, as required.

### EMPLOYMENT STANDARDS

**Training & Experience** – Graduation from high school, or GED equivalent, and six months of recreation-related experience in area of specialization. Bilingual skills highly desirable.

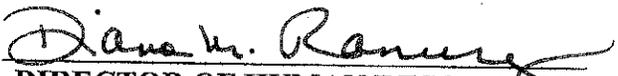
**Knowledge & Abilities** - **Knowledge of:** Principles and practices of planning, directing, and teaching recreational programs or skills; and principles and techniques of community recreation.  
**Ability to:** Communicate effectively both verbally and in writing and must be able to be understood; gain, hold, and maintain the support, confidence, and enthusiasm of parents, leaders, and participants; preserve the safety of participants and employees through training; effectively present instructions and information in writing and verbally to coworkers, the general public, and outside agencies; use patience, tact, diplomacy, and courtesy in dealing with the public and employees; establish and maintain effective working relationships with those contacted in the course of work, including City and other government officials, community groups, and the general public; and apply safe work practices.

**Licenses & Certificates** - Must possess a valid California Class "C" driver's license. Possession of, or ability to obtain, various certifications for sports-related positions may be required. Certifications in CPR and First Aid are desirable

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**WORKING CONDITIONS**

Work is performed in an both an indoor and outdoor environment. Incumbent shall be exposed to those conditions normally encountered in an indoor and outdoor environment. Incumbent may be exposed to direct sunlight, heat, and inclement weather conditions while working outdoors and high noise levels from program participants involved in activities. Physical demands are light, consisting primarily of sitting, standing, walking, lifting, and moving of tables, chairs, and equipment. Incumbent must be able to see and hear in the normal range, with or without correction, and communicate verbally and in written form with great facility, and must be able to be understood. Incumbent must have the stamina to work long hours and overtime, if assigned, and must be willing to work an irregular schedule, which may include weekends, holidays, evenings, and/or varying shifts.

**APPROVED:**   
**DIRECTOR OF HUMAN RESOURCES**

**DATE REVISED: May 27, 2008**

Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.

Shared/jobdescriptions(Final)/CommunityServices/RecreationSpecialist/2-17-00/05-27-08/jjr