

RECREATION SPECIALIST

DEFINITION

Under supervision, plans, organizes and conducts specialized recreation and/or community service activities.

SUPERVISION RECEIVED/EXERCISED

Receives supervision from Community Recreation Supervisor or designee. This class does not exercise supervision.

DISTINGUISHING CHARACTERISTICS

Incumbents in the Recreation Specialist class plan, organize, and conduct specialized recreation and/or community service activities, e.g., music, drama, dance, arts and crafts, sports activities, teen and senior citizen activities, science programs, fitness/nutrition and technology. This class is distinguished from the Community Recreation Assistant class in that incumbents of the latter provide more general (non-specialized) guidance to individuals and groups served.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

May include, but are not limited to, the following:

Plans, organizes and conducts specialized workshops, classes and activities in areas including, but not limited to, sports, music, science, fitness/nutrition, technology, special events, and senior programs.

Arranges, engages and leads field trips, camps and hands-on activities.

Provides workshops for sports officials, temporary and aquatics staff concerning effective techniques, latest rules and regulations.

Prepares reports and a variety of records.

Enforces necessary precautions to ensure the safety and welfare of participants, spectators and facilities.

Assists in the development of a wide variety of recreation and community services programs suited to the needs of the targeted participants.

Serves as a park attendant; verifies park reservations; performs general oversight duties such as, ensuring facilities/picnic areas are clean and ready for use; and reports maintenance issues.

Interprets and explains policies, procedures and programs.

May assist with coordinating, recruiting, training, and monitoring temporary program staff and volunteers.

Assists Community Recreation Supervisors in program events and activities as necessary.

May attend a variety of events and may make presentations to groups about programs.

Performs related duties as required.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Modern methods, techniques, principles, and procedures used in coordinating, developing, and implementing community recreation programs.

Common recreational and social needs of youth, adult, and senior groups.

Applicable laws, regulations, and rules affecting the provisions of recreation and community services programs.

Ability to:

Plan, organize and instruct in one or more specialized recreational activities or specialized community service projects.

Plan, organize and conduct special purpose programs and workshops.

Enforce necessary precautions and ensure the safety and welfare of participants, spectators and facilities.

Provide limited work direction to other workers or temporary staff.

Maintain effective working relationships with those contacted in the performance of duties.

Skill in:

Teaching and conducting specialized recreational and/or special purpose community service programs.

MINIMUM QUALIFICATIONS

One (1) year experience in organizing, planning, and implementing recreation or community service programs and activities;

AND

Possession of a High School Diploma or GED Equivalent, and sixty units of college course work in recreation, liberal studies, education or a related field. Additional qualifying experience may be substituted for the required college education on a year for year basis. Additional college units in related field may be substituted for the required experience on a year for year basis.

Special Requirements

Recruitments may be limited to specific area(s) of expertise, as determined by departmental needs.

Valid Cardiopulmonary Resuscitation (CPR) and First Aid Certificates are required within 90 days of date of appointment.

Ability to speak, read and write a designated foreign language, as may be required by community needs.

Possession of a valid California Driver's License may be required at time of appointment.

Approved: Signature on File Date: 06/06/16
Director of Personnel Services

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