



## Recreation Specialist

---

### **DEFINITION**

Under general supervision of the Recreation Manager, assists in and performs planning, coordination and supervision of recreation programs, events and activities, and special interest classes including planning, scheduling and implementing recreational activities in a specific program area; recruits, coordinates and supervises the activities of regular, temporary and volunteer staff; oversees contract instructors; prepares program budgets and monitors expenditures; and performs related work as required.

### **ESSENTIAL JOB DUTIES**

*Duties may include, but are not limited to the following:*

- Provides direction to and supervises regular, temporary and volunteer staff, including selecting, monitoring, and training, scheduling and determining workloads.
- Assists with hiring, disciplinary and evaluation processes; serves as lead to Recreation staff and contract staff.
- Assists in the development, recommendation and implementation of goals, objectives, policies, procedures and work standards for the assigned recreation area (s).
- Participates in the preparation and administration of recreation program budget.
- Plans, evaluates and coordinates programs, classes, athletic activities and special events, including scheduling facilities, ensuring facilities are set up, and scheduling trips and hiring coaches.
- Monitors the day-to-day operations of programs and events, including making site visits, handling and resolving complaints not requiring the attention of the Recreation Manager and ensuring that programs and events have required materials and supplies.
- Formulates and organizes program plans and schedules for seasonal and year-round activities such as athletic leagues, special events and day and summer camps.
- Creates marketing materials including program flyers, brochures, catalogs and advertisements, including determining content, layout, materials and distribution methods; prepares activity and operating reports.
- Enforces safety and operating procedures and provides for maintenance needs including compliance with health and safety codes and building codes.
- Books facilities including permits and equipment; prints weekly event schedule and ensures that all setups are done, manages maintenance and supplies.
- Performs other duties of a similar nature or level.

## **QUALIFICATIONS**

### **Knowledge of:**

- Good customer service techniques.
- Principles and techniques of directing group, social and recreational activities. Principles and practices of managing recreational programs and/or athletic facilities.
- Recreation site management, including operations.
- Techniques of effective supervision; and financial record keeping practices as applied to recreation programs.

### **Ability to:**

- Coordinate and schedule the work of contract, temporary and volunteer staff.
- Coordinate and schedule programs, events and activities; inventorying and ordering supplies, equipment and materials.
- Interpret and enforce policies and procedures.
- Maintain files and monitor and track fees and payments.
- Develop interpersonal relationships with a variety of users and service providers.
- Use computers and related software.
- Communication to interact effectively with co-workers, supervisors, subordinates, volunteers and the general public sufficient to convey information and to receive work direction.

### **License:**

Must possess a valid California Driver's License. Must possess or obtain prior to the completion of the probationary period First Aid and CPR certifications.

### **Working Conditions:**

Works inside and outside. Must be able to attend off-hours meetings or events or work occasional evenings and/or weekends as required. May travel outside of the Town. Must be fingerprinted for submission to the California Department of Justice to work with children.

### **Physical Demands:**

Must possess mobility to work in a standard office setting, to inspect Town parks and recreation areas, to operate a motor vehicle and to visit various Town sites; strength and stamina to lift and carry recreation equipment weighing up to 25 pounds; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups and over the telephone.

