



CLASS SPECIFICATION

Class Code: 4011
Date Est: 07/1990
Last Rev: 03/2015
Last Title Chg: 06/2007
FLSA: non-exempt
Probation: 6 Months

RECREATION SPECIALIST

DEFINITION

Under supervision, provides support and oversight to a wide variety of recreational programs and assigned staff including aquatics programs, special population programs, recreation programs, special events, and interpretive services; performs related work as required.

EXPERIENCE AND TRAINING REQUIREMENTS

An Associate Degree from an accredited college or university in Recreation, or a closely related field and one year of full-time experience working in the field of recreation; OR an equivalent combination of training and experience.

LICENSE OR CERTIFICATE

A valid driver's license is required at the time of appointment.

DISTINGUISHING CHARACTERISTICS

This is the first classification in the Recreation Specialist series. Incumbents are responsible for coordinating the activities of assigned recreation programs of the Community Services Department – Regional Parks and Open Space Division. This classification is distinguished from Recreation Coordinator by working under closer supervision and having a more detailed review of work product.

SUPERVISION EXERCISED

Provide oversight of part-time and/or seasonal employees, including training, work assignment and scheduling.

EXAMPLES OF DUTIES *(The following is used as a partial description and is not restrictive as to duties required.)*

Monitor and evaluate program operations; make on-site assessments to review activities, observe staff interaction with participants, monitor instructor presentation methods and practices, and ensure compliance with policies and procedures.

Purchase and maintain adequate levels of supplies and diverse items for program activities; determine appropriate level of inventory consistent with number of participants and budgetary constraints; conduct regular inventory at program sites; purchase and deliver supplies as needed.

Communicate with program staff, and participants to explain programs, policies, respond to inquiries, and address and investigate concerns; resolve problems if possible or refer to appropriate staff.

Develop and implement recreational programs; research and recommend new activities for incorporation into the various assigned recreation program; schedule special events, speakers, and activities.

Monitor and oversee staff; participate in interview process and make hiring recommendations; schedule staff to ensure proper staffing levels; provide training in work methods, oversee staff performance of duties, prepare performance evaluations; give input regarding disciplinary issues.

Maintain records related to recreation program budgets in accordance with established guidelines; calculate and code expenditures and revenues.

Collect money, write receipts, may balance money collected and forward for deposit.

Implement new activities and provide staff training; give demonstrations to participants to stimulate interest and promote a diversified program.

May direct or teach a specialized recreational activity as needed.

May perform full supervisory duties when staffing shortages require.

Ensure that assigned personnel perform duties and responsibilities in a safe and prudent manner.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Full Performance *(These may be acquired on the job and are needed to perform the work assigned.)*

Knowledge of:

Washoe County Regional Parks and Open Space programs, operations, and administrative procedures.

Goals, objectives, functions, protocol, staffing, and activity guidelines for the respective assigned recreation program.

County policies and procedures.

Ability to:

Oversee assigned staff; assign and review work, provide training, and conduct performance evaluations.

Plan, coordinate, and direct an assigned recreation program to accomplish established goals and objectives and optimize efficiency.

Implement work methods and procedures, which promote a safe working environment, and ensure proper staff training in work safety.

Entry Level *(Applicants will be screened for possession of these through written, oral, performance or other evaluation methods.)*

Knowledge of:

Principles and practices of recreation programs planning, implementation, and evaluation.

Recreation programs and activities, including appropriate facilities, equipment, and supplies required for program services.

Teaching techniques.

Basic math, including addition, subtraction, multiplication, and division.

Ability to:

Interpret and apply established program policies and protocols.

Develop recreation activities geared to appropriate age groups.

Develop and prepare reports

Communicate effectively, both orally and in writing.

Relate objectively and without bias to individuals from different sociological and economic backgrounds.

Establish and maintain effective working relationships with customers, internal and external.

SPECIAL REQUIREMENTS

Essential duties require the following physical skills and work environment.

Ability to work weekends and split shifts.

Ability to stand for extended periods. Ability to frequently walk, stoop, and kneel. Some positions may require sustained physical activity. Ability to use office equipment, including computer, telephone, calculators, copiers, and FAX machine. Ability to lift and carry objects weighing up to 25 lbs. Ability to work outdoors in varying weather and temperature conditions.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards.