

**PART-TIME RECREATION SPECIALIST**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

**DEFINITION**

Under general supervision, to participate in development and implementation of a variety of recreation and community programs and activities. To oversee and coordinate activities of recreation staff involved in specific events, classes and activities.

**DISTINGUISHING CHARACTERISTICS**

This is the senior (fourth) level of a series of part-time recreation positions, and is distinguished from Senior Program Leader in that the Specialist/Coordinator has more of a direct role and higher level of responsibility in the development and implementation of a variety of recreational programs and events.

**SUPERVISION RECEIVED AND EXERCISED**

General supervision provided by full-time Recreation Supervisor or Community Services Coordinator.

Exercises direction over other recreation staff as assigned.

**ESSENTIAL FUNCTION STATEMENTS**

*Essential responsibilities and duties may include, but are not limited to, the following:*

**Essential Functions:**

Participate in the development of a variety of community-wide recreation programs and other community activities and events.

Oversee implementation of programs and activities, including coordinating dates, location and scope of programs and/or events.

Supervise recreation event staff and direct activities; assist in running events as needed.

Assist with Recreation Department budget and budget/financial planning for events and programs.

Prepares reports and maintains appropriate records.

Acts and liaison between community and Recreation Department and staff during programs and events.

Program responsibilities vary depending on program/area of assignment. May include:

- Recreational Programs/Camp/Youth/Sports/Aquatics coordinator
- Nutrition Site Manager
- Senior Center Assistant
- Preschool Director
- Art/Advertisement/Graphics Specialist
- Van Driver
- Rental Coordinator

**Marginal / Non-Essential Functions:**

Perform related duties and responsibilities as required

**QUALIFICATIONS**

**Knowledge of:**

Wide variety of recreation activities for youths and/or adults.

Report writing and record-keeping.

General supervision and coordination of staff.

Knowledge/abilities related to specific area(s) of assignment.

**Ability to:**

Provide lead direction to staff, independent contractors/providers and volunteers.

Demonstrate and utilize excellent customer service skills.

Prepare budgets and analyze expenses and other financial information as it relates to budget preparation

Write reports and maintain accurate and complete records.

Maintain physical and mental capacities appropriate to the performance of assigned duties and responsibilities.

**Experience and Training Guidelines**

*Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

**Experience:**

Three years related experience in instructing, teaching, and coaching.

Experience supervising staff.

**Training:**

High school graduate, 2 years college-level coursework

**Licenses/Certificates/ Other requirements:**

15 Early Childhood Education course units or qualification required to operate a licensed childcare facility in the State of California.

**PHYSICAL DEMANDS**

Sitting:	Frequently to constantly	Lifting:	
Standing:	Frequently	up to 10 lbs:	Occasionally
Walking:	Frequently to constantly	11 to 25 lbs:	Occasionally
Bending:	Occasionally	26 to 50 lbs:	Occasionally
Crouching:	Occasionally	51 to 75 lbs:	Never
Stooping:	Occasionally	76 to 100 lbs:	Never
Kneeling:	Occasionally	100 + lbs:	Never
Crawling:	Occasionally	Carrying	
Climbing:	Occasionally	up to 10 lbs:	Occasionally
Balancing:	Never	11 to 25 lbs:	Occasionally
Running:	Occasionally	26 to 50 lbs:	Occasionally
Twisting:	Occasionally	51 to 75 lbs:	Never
Turning:	Occasionally	76 to 100 lbs:	Never
Jumping:	Never	100 + lbs:	Never

Pushing/Pulling:	
up to 10 lbs:	Occasionally
11 to 25 lbs:	Occasionally
26 to 50 lbs:	Never
51 to 75 lbs:	Never
76 to 100 lbs:	Never
100 + lbs:	Never

Grasping – firm:	Occasionally
Finger dexterity:	Occasionally
Reaching forward:	Occasionally
Pinch grasp:	Occasionally
Grasp – light:	Occasionally

Coordination	-	Eye-hand:	Frequently
		Eye-hand-foot:	Occasionally
		Driving:	Occasionally

Talking	-	Face-to-face:	Occasionally to frequently
		Verbal contact:	Occasionally
		Public:	Occasionally to frequently

Vision	-	Acuity far:	Required
		Acuity, near:	Required
		Depth perception:	Required
		Field of vision:	Required
		Accommodation:	Required
		Color vision:	Required

Hearing	-	Conversation:	Occasionally to frequently
		Telephone:	Occasionally
		Earplugs:	Never

**MENTAL REQUIREMENTS**

Interpret instructions, Problems-standard, Detailed-uninvolved instructions, One or two-step instructions, Reading-simple, Writing-simple, Math skills-simple, Coordinating, Compiling, Mentoring, Negotiating, Instructing, Supervising, Diverting, Persuading, Speaking-signaling, Serving, Taking instructions-helping, Setting up, Driving-operation, Comprehend/follow instructions, Perform simple-repetitive tasks, Maintain work pace, Relate to other people, Influence other people, Perform varied-complex tasks, Generalizations/evaluations, Responsibility for direction.

**WORK ENVIRONMENT**

Exposure to: Indoors, Outdoors, Slippery/uneven surfaces, Using computer/computer monitor screen, Works around others, Works alone, Works with others.

Rev. 9/2002