



TOWN OF YOUNTVILLE JOB DESCRIPTION

RECREATION SPECIALIST

DEFINITION

Performs a variety of duties overseeing the day-to-day operations of seasonal recreation programs, and ensures that the Town's recreational activities and special events are enjoyable and safe for participants. Assists in the development and implementation of seasonal recreational programs and special events; prepares announcement and flyers advertising programs. The position involves program planning, staff and program supervision, scheduling and training of staff. Record keeping, developing manuals, brochures and other promotional materials.

DISTINGUISHING CHARACTERISTICS

This is a part-time position. The incumbent provides assistance to the Recreation Coordinator in planning and implementing recreation programs and may be responsible for conducting many of the Town's seasonal programs (Summer Day camp, After School or other assigned recreation programs).

SUPERVISION RECEIVED/EXERCISED

The position receives supervision from the Recreation Coordinator, or Supervisor, Manager or Parks and Recreation Director.

ESSENTIAL DUTIES

Coordinates or assists with a variety of recreation programs, activities, classes and special events. Completes weekly schedules, keeps attendance, expenditure and other records. Prepares various flyers, newsletters and other program information. Conducts program registration and evaluations, Shop and purchase program supplies. Operates office and other equipment including cameras and audio equipment. Distribute and collect equipment, maintains and inspects equipment, facilities, and play areas to insure they are safe for public use; opens and readies facilities for use and secures facilities upon completion of use; participates in the development of staff training; discusses issues or problems with the Recreation staff. Assists in the recruitment and selection of part time personnel for seasonal recreation programs.

OTHER DUTIES

Performs first aid and CPR as necessary and performs other duties as required.

QUALIFICATIONS

Experience/Education/Training

Possess two years of experience leading major recreational programs and activities with education and training to lead recreation staff in the development and implementation of successful recreation programs and special events.

Knowledge/Ability

General knowledge of planning, developing, and implementing recreation programs; personnel principles and practices including the hiring and supervision of part-time staff; the needs and abilities of program participants; standard safety practices; procedures and equipment related to recreational activities; and rules governing common sports and games. Ability to effectively plan, organize, oversee, lead and monitor the activities of others; prepare and distribute publicity concerning new and on-going recreation programs and activities; train and supervise part-time employees and volunteers; to successfully complete required training programs and obtain required certificates; to meet the physical demands of the job; to understand and carry out oral and written instructions; communicate clearly and concisely, both orally and in writing; and establish and maintain effective working relationships with those contacted in the course of work.

Working Conditions

Position requires sitting, standing, walking on level and unlevel surfaces, reaching, twisting, turning, kneeling, bending, stooping, squatting, and crouching in the performance of daily activities. The position also requires near, far, and color vision when supervising the activities of program participants. Additionally, the position requires grasping, repetitive hand movement, and fine coordination when writing and typing announcements and advertisements and providing instruction. The nature of the work may also require the incumbent to work outdoors in all weather conditions including wet, hot, and cold.

OTHER REQUIREMENTS

License

Possession of a Class C California Driver’s License at date of appointment.

Certificates

Possession of Standard First Aid and Cardiopulmonary Resuscitation (CPR) certificates are required at date of appointment.

Other

May require evidence of a negative tuberculin test taken within the past two years.

This position requires incumbent to go through the Livescan fingerprint process.

Approval: _____ Resolution No. _____
Town Manager

Effective Date: _____

Revision History: Version: _____ Effective Date: _____