



## JOB DESCRIPTION

LAST UPDATED 10/18/2023

Job Title	Recreation Specialist
Reports To	Director of Recreation and Parks
Classification	Non-Exempt, Union, Full-Time
Salary	Grade C
Direct Reports	None

### Job Summary

This position is responsible for developing and implementing a broad spectrum of community programs, activities, and special events.

### Essential Functions

*Majority of duties, but not meant to be all-inclusive nor prevent other duties from being assigned as necessary.*

1. Plans, strategizes, develops, and facilitates recreation programs for youth, young adults, and adults.
2. Recruit, coordinate, train and evaluate staff and/or volunteers for recreation programs of all age segments, including camps and programs.
3. Collaborate with the Parks and Recreation Director to develop and implement recreational community activities based on goals and objectives.
4. Measure programs' outcomes by tracking participation, trends, effectiveness, and efficiencies.
5. Prepare and submit reports as requested.
6. Attend regular meetings. Hours based on Programmatic needs. Night and weekend availability are required.
7. Ensure all programs and activities comply with department, state, and federal safety requirements.
8. Commitment to creating equitable programs by addressing racism, sexism and other discriminatory policies, practices, and procedures.

### Minimum Qualifications

1. Red Cross and First Aid certification required or ability to obtain certification within six months from date of hire.

2. Valid driver's license required. Travel to various worksites is required.
3. Successful completion of a pre-employment Criminal Background check and Drug Test required.
4. Bachelor's Degree in Recreation/Recreation Management, P.E, or related field preferred or three (3) years prior work experience.
5. Occasional night and weekend availability are required.

### **Knowledge & Experience**

1. Two years of experience in administering rec programs preferred.
2. CPRP or CTRS certification preferred.
3. Knowledge and understanding of the needs of a diverse community.
4. One year of experience with Microsoft Office software.

### **Working Conditions**

*Typical working conditions associated with this type of work and environmental hazards, if any, that may be encountered in performing the duties of this position.*

**Internal:** Work is normally performed in a climate-controlled office environment, where exposure to conditions of extreme heat/cold, poor ventilation, fumes and gases is very limited. The noise level is moderate and includes the sounds of normal office equipment. No known environmental hazards are encountered in the normal performance of job duties.

**External:** Limited external work may be required on occasion with limited exposure to hazardous conditions. Occasional exposure to inclement weather conditions may be required.

### **Physical Demands**

Able to lift and/or move items to 50 pounds.