

CITY OF ARCADIA

RECREATION SPECIALIST (PART TIME)

DEFINITION

Under direct supervision, a Recreation Specialist position may assist with the planning, organizing and coordinating various community youth programs, special events and other recreation programs.

SUPERVISION EXERCISED

May exercise technical and functional supervision over part-time recreation staff.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Assist with the coordination, promotion, implementation and evaluation of recreation activities, including youth and adult excursions, community wide special events, after school and summer playgrounds, youth and adult sports leagues.

Assist with the organization and scheduling of leisure time activities such as excursions, special events, playgrounds, and sports leagues.

Assist with the recruitment, selection, training, supervision and evaluation of part-time and contract employees.

Assist with the coordinating event publicity, including news releases, pamphlets and brochures.

Assist with the preparation of work schedules for part-time recreation staff.

Organize and conduct a variety of recreation activities; coordinate the scheduling, set-up and supervision of facilities.

Maintain records and prepare reports concerning new and on-going programs.

Prepare and conduct crafts, cookouts and special events.

Requisition, order and inventory craft and sport supplies.

Assist with City wide special events and excursions.

Perform basic clean up and light maintenance at facilities and parks, including rest rooms, kitchen, and other areas.

Set up and be the lead supervisor of events at schools, facilities and parks.

Evaluate and prepare written reports on assigned activities.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Supervise youth ensuring adherence to school rules and policies.

Assist with paperwork for day, sports and resident camp programs.

Perform general office work; schedule park reservations; perform clerical duties.

OTHER JOB RELATED DUTIES

Perform related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Program content for specialized community recreational activities.

Common recreational, cultural, and social needs of the community.

Camp activities and supervision of recreation programs and part time staff.

Arts, crafts and other recreational activities.

Park management and maintenance skills, rules and procedures.

Facility management and maintenance skills, rules and procedures.

School rules and policies.

Modern office methods, practices and procedures.

Skill to:

Operate modern office equipment including computer equipment.

Operate a motor vehicle safely.

Ability to:

Supervise part time staff.

Assist in organizing, directing and leading camp programs and events.

Select, organize, prepare and teach crafts.

Supervise facilities and parks and their visitors and customers.

Perform a variety of routine clerical tasks including word processing, filing, record keeping and typing.

Conduct work in a safe manner in accordance with established policies.

Communicate clearly and concisely, both orally and in writing.

Establish, maintain and foster positive and harmonious working relationships with those contacted in the course of work.

Minimum Qualifications:

Experience:

One year of paid experience in the field of recreation including experience working with youth and/or coordinating and facilitating programs and special events.

Training:

Equivalent to the completion of the twelfth grade. One year of college level course work is highly desirable.

License or Certificates:

Possession of, or ability to obtain, an appropriate, valid driver's license.

Successful completion of CPR/First aid classes upon hire.

Special Requirements:

Essential duties require the following physical skills and work environment:

Ability to sit, stand, walk, run, kneel, crouch, stoop, squat, and lift 50lbs.; exposure to outdoors; ability to travel to different sites and locations.

Effective Date: July, 2008