

## CITY OF LATHROP

### RECREATION SPECIALIST

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications may not include all duties performed by individuals within a classification. In addition, specifications are intended to outline the minimum qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

#### **DEFINITION:**

Under immediate supervision, performs a wide variety of responsible functions in the Recreation Division, which may include assisting with the coordination of adult and youth sports activities, teen programming or senior programming depending on the area of assignment; performs activities and duties associated with the daily functioning of the Community Center and special events programs; performs other related duties as required.

#### **DISTINGUISHING CHARACTERISTICS:**

The **Recreation Specialist** is the entry-level class responsible for performing a wide variety of recreational support functions in one or more recreation programs. This class is distinguished from the next higher classification of Recreation Coordinator in that the latter is responsible for coordinating entire recreation programs.

#### **SUPERVISION RECEIVED/EXERCISED:**

Receives immediate supervision from the Director of Parks and Recreation or a Recreation Supervisor. Exercises functional and technical supervision over assigned volunteers.

#### **ESSENTIAL FUNCTIONS:** *(include but are not limited to the following)*

- Performs a wide variety of responsible functions in the Recreation Division, which may include assisting with the coordination of adult and youth sports activities, teen programming or senior programming depending on the area of assignment; performs activities and duties associated with the daily functioning of the Community Center, various classes and special events programs.
- Responds to public inquiries about programs made by telephone, correspondence or during public meetings; develops a volunteer base; assists in promoting public awareness of available activities through the media, newspapers and flyers; maintains contact with individual community members and various community groups.
- Assists in the development and recommendation of new programs; helps to review and evaluate current programs; assists in preparing the program budget and monitoring expenses; prepares schedules; collects fees; issues receipts.
- Monitors and inspects facilities and equipment; sets up tables, chairs, and rooms for special events; performs minor maintenance as needed.

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- Establishes positive working relationships with representatives of community organizations, state/local agencies and associations, City management and staff, and the public.

### **If assigned to Teen Programs:**

- Assists in planning and coordinating a variety of teen programs; assists in assessing community needs and helps to develop appropriate programming.
- Assists with the Youth Advisory Committee; assists with meetings with committee members; collects ideas on new programs and special events from committee members.
- Assists with meetings regarding the Skatepark; prepares agendas; takes minutes.

### **If assigned to Senior Programs:**

- Assists in planning and coordinating the Senior Center and all related classes and programs.
- Assists with the coordination and hiring of instructors for various classes, including crafts, cooking, dance, and computer classes; assists with the Daily Senior Lunch Program provided through the County.
- Assists with the recruitment and monitoring of volunteers; assists with the Senior Advisory Committee; attends all Advisory Committee meetings; receives direction from Advisory Committee members regarding programs.

### **If assigned to Sports Programs:**

- Assists in developing, implementing, evaluating and coordinating sports programs and leagues; assists with the scheduling of various leagues and sports programs.
- Assists in recruiting, training, and evaluating officials, coaches, and volunteers; supervises officials, coaches and volunteers.

### **PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:**

Position requires sitting, standing, walking, reaching, twisting, turning, kneeling, bending, stooping, squatting, grasping and making repetitive hand movement in the performance of daily duties. The position also requires both near and far vision when reading correspondence, statistical data and using a computer. The need to lift, drag and push files, paper and documents weighing up to 25 pounds is also required. Additionally, the incumbent in this outdoor position works in all weather conditions, including wet, hot and cold.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

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**QUALIFICATIONS:** *(The following are minimal qualifications necessary for entry into the classification.)*

### Education and/or Experience:

Any combination of education and experience that has provided the knowledge, skills and abilities necessary for a **Recreation Specialist**. A typical way of obtaining the required qualifications is to possess the equivalent of two years of responsible experience in recreation, sports, teen or senior program coordination or a related field, and a high school diploma or equivalent.

### License/Certificate:

Possession of, or ability to obtain, a valid class C California driver's license and CPR certification.

**KNOWLEDGE/ABILITIES/SKILLS:** *(The following are a representative sample of the KAS's necessary to perform essential duties of the position.)*

### Knowledge of:

Basic principles, practices and philosophies for assisting with sport, teen and senior recreation programs; methods and techniques of supervising volunteers; basic principles of mathematics; applicable federal, state and local laws, codes and regulations; methods and techniques of scheduling work assignments; standard office procedures, practices and equipment; modern office practices, methods and equipment, including a computer and applicable software; methods and techniques for record keeping and report preparation and writing; proper English, spelling and grammar; occupational hazards and standard safety practices.

### Ability to:

Assist in all areas of recreation programming as they relate to sports, teens and seniors; work flexible hours, including evenings; analyze assigned programs and develop and recommend appropriate responses; learn more complex principles, practices, techniques and regulations pertaining to assigned duties; perform mathematical calculations quickly and accurately; interpret, explain and apply applicable laws, codes and regulations; read, interpret and record data accurately; organize, prioritize and follow-up on work assignments; work independently and as part of a team; make sound decisions within established guidelines; analyze a complex issue, and develop and implement an appropriate response; follow written and oral directions; observe safety principles and work in a safe manner; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships.

### Skill to:

Operate standard recreation tools and equipment; operate an office computer and a variety of word processing and software applications.