

Definition: Under the supervision of the Recreation Superintendent, Recreation Services Manager or Recreation Coordinator, develops and supervises a segment of recreation programs and may provide Recreation-related transportation services.

Essential Duties: Depending upon assignment, the duties of a Recreation Specialist include:

Under supervision of Recreation Department staff the Recreation Specialist plans, promotes, develops and supervises a portion of the recreation programs. Typical duties include: picking up and delivering food for the Brown Bag program, record keeping, and special event liaison, assisting in front office day-to-day operations, gym supervision and class development. Attend meetings, workshops and other related duties as required. Possess the ability to communicate positively with the public, volunteers and staff.

Special Requirements: Possess adequate vision to supervise participants in recreation programs. Be able to speak clearly and understandably. Be able to bend, stoop or crouch and have enough physical stamina to lift up to 50 pounds and assist clients.

Minimum Qualifications:

Ability to: Work with Microsoft Office programs. Exercise independent judgment in performing job responsibilities. Supervise and direct volunteer and paid staff using positive communication skills. Organize and/or direct groups and individuals participating in senior youth and adult programs and special events. Think and act quickly in emergencies. Work to maintain and help create an action oriented atmosphere with both the public and staff. Understand and carry out written and oral directions. Establish and maintain cooperative relationships with subordinates, peers and supervisors. Practice basic recreation skills in a variety of areas.

Education: The successful candidate should have equivalent to four years of education in an accredited university or college. One (1) year or more years of related work experience can be substituted for an equivalent amount of work experience.

Experience: Experience equivalent to two years of experience in recreation, transportation, education or a related field.

License: Must possess and maintain a valid California Drivers' License with a satisfactory driving record

Certificates: Must possess a current First Aid and CPR Certificate. This requirement can be completed within the first month of hire.