

CITY OF MILLBRAE
CLASSIFICATION SPECIFICATION

RECREATION SPECIALIST
May 2019

DEFINITION

Under general supervision, coordinates a segment or segments of recreation programs; provides lead direction, work coordination, and training to lower level staff; may be provided more complex functions related to recreation programs; and performs related duties as required.

DISTINGUISHING CHARACTERISTICS

Recreation Specialist is distinguished from the Recreation Leader series in that Recreation Specialists provide lead direction to lower-level staff and may be assigned more complex functions related to recreation programs.

SUPERVISION EXERCISED AND RECEIVED

Receives general supervision from supervisory or management staff in the Recreation Department.

DUTIES AND RESPONSIBILITIES

The duties listed below are illustrative only and are not meant to be a full and exhaustive listing of all of the duties and responsibilities of the position.

- Plans, promotes, develops, and oversees a portion of assigned recreation program(s); participates in planning and leading activities; promotes assigned program(s) through a variety of mediums; may schedule, train, and guidance to part-time staff;
- Provides a variety of administrative support to assigned program(s); maintains inventory of equipment, supplies, and related items; maintains accurate records related to participation, attendance, behavior, progress, and related statistics;
- Participates in marketing Recreation Department programs and activities; use social media to promote programs and activities; creates and/or distributes promotional material; coordinates marketing materials for distribution; posts information about programs, activities, and events to the City website;
- Provides support for and participates in a variety of City events, such as staff luncheons, senior luncheons, Brown Bag program, Youth in Government program, Youth Advisory Committee events, and other City functions; may be assigned responsibility for transportation of participants, equipment, and/or delivery of goods; may be assigned to decorate, setup, or run portions of events;
- Serves as a liaison for special events; receives and manages special event applications from the public; provides information to Director for staff reports to City Council; coordinates necessary interdepartmental tasks as needed for events; distributes applications and tasks to required individuals; acts as point person for the City;
- Provides effective customer service both in-person and on the phone; interacts with community members; conducts registrations; attends tabling events; may assist with front-office coverage;
- Attends meetings, workshops, and other related duties as required; and
- Performs related duties as assigned.

JOB-RELATED QUALIFICATIONS

Knowledge of: Principals, techniques, and practices involved in the delivery of recreation services; recreation program development, organization, and planning; techniques in promoting recreation programs; safety standards and practices; basic principles of lead direction; common recreation activities and sports; department rules and regulations; first aid and CPR.

Ability to: Work with Microsoft Office programs; exercise independent judgment in performing job responsibilities; direct volunteer and paid staff using positive communication skills; organize and/or direct groups and individuals participating in pre-school age, youth, adult, and/or senior recreation 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 AND TRAINING GUIDELINES

Any combination of experience and training that would likely provide the required knowledge and abilities. A typical way would be:

Education: Equivalent to graduation from an accredited college or university with an Associate's degree in recreation, gerontology, therapeutics, or a related field.

Experience: Two (2) years of full-time equivalent experience in the recreation, transportation, education, or a related field.

Licenses: Must possess and maintain a valid Class "C" California Driver's License with a satisfactory driving record. Possession of and ability to maintain a valid first aid certificate. Possession of and ability to maintain a valid CPR certificate.

SPECIAL REQUIREMENTS

Vision adequate to read and supervise program participants; ability to bend, stoop, or crouch, and have enough physical stamina to lift and carry up to 30 pounds; mobility to move tables and chairs for room setup and to assist in the mobility of a variety of clients. Speak clearly and understandably.