



Recreation Specialist

Department/Division:	Parks and Recreation
Reports To:	Recreation Services Coordinator
Provides Direction To:	Recreation hourly positions and volunteers

GENERAL PURPOSE

Under general supervision, participates in the planning, promotion, and implementation of recreational programs, events, and activities; supervises part-time recreational employees and volunteers for these programs; and performs other duties as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this position.

1. Assists with planning, organizing, promotion, and supervision of daily operation and programs of teen programs, outdoor recreation programs and San Dimas Recreation Center operations.
2. Schedules facilities, updates calendars and logs, and completes appropriate permits for recreation programs and special events; assembles information for presentations about programs.
3. Leads and supervises part-time personnel and volunteers; explains policies, requirements, and arranging the completion of pre-program tasks and by providing work direction during the programs and events.
4. Prepares daily program activities and special event schedules; formats and inputs information into the registration software.
5. Monitors programs and events for conformance with City policies and activity conditions and requirements; provides counter assistance.
6. Prepares daily program activities and special event schedules.
7. Develops publicity and social media content used for marketing purposes, including newsletters, brochures, and other circulars and website posts.

8. Works with vendors, sponsors, event coordinators, and staff in order to meet additional insurance and administrative records and reports.
9. Participates in budgeting on a quarterly basis for youth sports to account for trophies, jerseys, pictures, equipment, and other expenses related to events.
10. Keeps accurate and detailed records regarding group registration for fields and facilities, participants, vendor and field applications, and other special event requirements.

QUALIFICATIONS GUIDELINES

Knowledge of:

Principles and practices of recreation programming with an emphasis on older adults; enthusiasm, creativity and the desire to want to make a difference; basic to intermediate software skills, including Microsoft Word, Outlook, Excel, Publisher and the Active registration system; evaluate programs and make recommendations for modifications as needed; establish and maintain effective working relationships with program participants, staff, service partners and volunteers; the individual and community benefits of recreation; safe work practices.

Ability to:

Work in a collaborative team-oriented environment; handle multiple assignments as needed; work evenings and weekends as needed; work effectively with volunteers, other employees and outside groups; perform moderate physical activity as related to event operations. Use a computer to process documents, program publicity, record keeping and program registration.

Education/Training/Experience:

Education: Equivalent to completion of two years of college course work in the field of recreation, or related field is preferred.

Experience: Two years' experience working with youths, older adults, and other groups in community recreation or a comparable setting.

Licenses/Certificates/Special Requirements:

Valid Class C California driver's license, acceptable driving record, and proof of insurance in compliance with the City's Vehicle Insurance Policy standards.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this job, the employee is regularly required to stand sit, walk; talk or hear, both in person and by telephone; use hands to finger, handle, feel or operate standard office equipment; and reach with hands and arms. The employee frequently walks and stands and occasionally lifts and carries records and documents that weigh 20 pounds or less.

Specific vision abilities required by this job include close vision, color vision, and the ability to adjust focus.

Mental Demands

While performing the duties of this class, the incumbent is regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; use math and mathematical reasoning; meet deadlines; and interact with facility users, vendors, officials and the public.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee works in both field and office settings where the noise levels are quiet to moderately loud, although normally under 85 decibels. Employees are subject to loud noise at major sports, youth, and community events when providing direct support.