



RECREATION SPECIALIST

Class specifications are intended to present a description of the range of duties performed by the classification. Specifications are not intended to reflect all duties performed. Classifications will perform other related duties as assigned.

Definition:

Under general supervision, this position assists in conducting Recreation Division program activities. Examples of assignments include: Chino Hills Community Center, Active Adults 50+ programs, sports and park operations, Tiny Tots, Mobile Recreation, special events and day camps. Job duties will vary based on program assignment.

Classification Characteristics:

This is a part-time, at-will, seasonal position that receives direction from a Community Services Coordinator or Community Services Supervisor. The Recreation Specialist is distinguished from the Senior Recreation Leader in that it is expected to independently develop and supervise recreation programs. This position may also exercise functional supervision and give direction to Senior Recreation Leaders and Recreation Leaders.

Essential Functions:

- Plan, coordinate and implement a variety of recreation activities and programs; develop participant interests, enthusiasm and participation.
- Provide customer service to the public; assist in planning activities and events; prepare facilities for group and recreation activities; assist in facility maintenance and room set up; prepare and maintain facility activity records.
- Research and prepare the order for necessary equipment and supplies; recommend budgetary expenditures; organize and monitor equipment and supply inventory.
- Supervise and monitor facility rentals to ensure applicants comply with City policies and procedures.
- Plan, organize, lead and supervise group activities and programs such as indoor/outdoor games, sports, arts and crafts, special events and other related activities.
- Deal firmly and tactfully with participants; exercise tact and judgment when resolving problems.
- Prepare accident and incident reports and other records and reports.
- Maintain a safe program environment for participants.
- Assist in the opening and closing of City facilities; ensure facilities are secure upon closing.
- Act as a liaison to parents, patrons and participants; answer inquiries and give information pertaining to programs that are offered.
- Train and provide leadership to assigned lower level staff.
- Interact with co-workers at all levels of the City and the public in a collaborative and customer service-oriented manner.

Qualifications:

Knowledge of:

- Principles and practices of recreation program development and implementation; objectives, methods and techniques of recreation and leisure activities.

- The theory and philosophy of recreation and its application to individual and group behavior; recreational, cultural and social needs of participants.
- Facilities, supplies and equipment needed in broad recreation programs, classes, events and activities.
- City policies and procedures.
- Applicable safety precautions and procedures.
- Methods of report preparation and records maintenance.
- Customer service techniques.
- Cash handling methods.
- Supervisory techniques; staff training and coaching methods.

Ability to:

- Work a varied schedule that may include days, evenings, weekends and holidays.
- Maintain facilities and equipment in a clean, safe and secure manner; follow proper safety rules and procedures.
- Understand and follow written and oral instructions.
- Communicate clearly and concisely, both orally and in writing.
- Respond to inquiries and requests in a courteous manner.
- Resolve minor conflicts and maintain an orderly recreation setting.
- Manage stressful situations with tact and diplomacy.
- Make quick and appropriate decisions when unexpected circumstances occur.
- Establish and maintain cooperative working relationships with those contacted in the course of work, including City staff and the public.
- Maintain physical condition, audio-visual discrimination and perception and mental capacity appropriate to the working conditions and the performance of assigned duties and responsibilities.

Experience and Training: *Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Experience:

Two years experience working in a recreation setting.

Training:

Equivalent to completion of the twelfth grade.

License or Certificate:

- Possession of a California Class C Driver's License.
- Possession of an American Red Cross First Aid Certificate for Infants/Adults.
- Possession of an American Red Cross CPR Certificate for Infants/Adults.

Working Conditions:

Work in an indoor environment with prolonged sitting and in an outdoor environment including prolonged standing, walking, kneeling, crouching, squatting, stooping and bending; work on slippery and uneven surfaces; ability to lift and carry up to 25 pounds; exposure to the sun; have mobility, acute vision, acute hearing and dexterity levels appropriate to the duties performed.